

Graduation Grapevine for undergraduates



GONZAGA UNIVERSITY

ACADEMIC CREDENTIALS SERVICES OFFICE

SEPTEMBER 2010

As an undergraduate, how do I apply for graduation?

You can obtain a Graduation Application from the Academic Credential Services Office CG 234, which is open from 8 am - 5 pm Mon.-Tues.-Thur. & Fri. and 9:30 am - 5:00 pm Wednesday. Fill the form out completely. Make sure you indicate in which catalogue you wish to be evaluated; be careful in this selection to avoid unnecessary paperwork and confusion which might result from choosing a catalogue other than the one you and your advisor have been following. Have your advisor sign and date the form. Return the completed form to the Academic Credentials Services Office, CG 234. You and your advisor will be mailed a copy of your application with your evaluation. A \$50 applica-

tion fee will be charged to your student account for the term in which your application is processed. If your degree mailing address changes, make sure you stop by CG 234 and change the address on your application prior to leaving campus to avoid unnecessary delays in the mailing of your diploma. You also may e-mail changes to borek@gonzaga.edu. **Make sure any financial holds have been cleared. (You may look on ZAGWEB for this information).**



I am planning to graduate in 2011. When do I apply?



DO NOT apply for the May 2011 graduation term unless this is the actual term when you will have all of your requirements completed toward your degree. There are two graduation terms for summer: June of 2011 if you are completing your requirements as of Summer Session I or August of 2011 if you are completing your requirements as of Summer Session II. Refer to the graduation deadlines below.

You will be included in the May 2011 Commencement ceremony if you have applied for May, June, August or December 2011 completion. If you wish to “walk out of sequence” in the Commencement ceremony and have applied to graduate for a term other than those listed, you will need to apply to graduate as well as inform the Academic Credentials Services Office so that your name will appear in the correct commencement booklet. The actual term of completion has no bearing on the Commencement ceremony. **Remember graduation is not the Commencement! Commencement is a ceremony.**

What do I do next?

Applications will be evaluated by term (i.e. May applicants will be evaluated from approximately September through early January; June and August candidates will be evaluated in early February; and December candidates will be evaluated in March.) For example, if you are an August candidate and apply in the same timeline as a May candidate, do not expect to receive your evaluation until the August term is evaluated. Within



the term, the applications will be evaluated by date received. The earlier you apply within your graduating term's timeline, the earlier you will receive your completed evaluation from us. If you apply by the deadlines listed, you can be assured that you will receive a completed evaluation at your local address prior to the end of add/drop for the upcoming term. ****NOTE**:** Most students will not receive their evaluation by the time they register for the next semester.

What if I will not meet my requirements by the date I applied?

Please discuss with your advisor whether or not any of the requirements that have not been met can be fulfilled by way of substitution/waivers or double counting forms. The forms can be obtained in CG 234. By double counting a course, you do not receive double credit hours. You simply fulfill

two area requirements by submitting the form. You cannot double count core requirements unless they are lower division nor can you double count a core course with any upper division major or minor course. If requirements cannot be met, you must come, in person, to the Academic Credentials Services Office to change the graduation date on your graduation application. Degrees cannot be posted without a change of degree date if deficiencies exist.

Keep in mind that **ONLY** courses which are lower division can be double counted for majors, minors and concentration areas.

What if I wish to transfer work to Gonzaga from another institution to meet some of my requirements?

If you are taking these credits within your last thirty semester hours at Gonzaga, a Permission to Transfer Credits/Waive Senior Year in Residence Form must be filed with the Registrar's Office prior to taking the course. The form must be filled out completely with all of the appropriate signatures obtained. An official transcript needs to be submitted to the Registrar's Office after completing the course work.

How do I add/drop a major/minor after I have applied for graduation?

You must come to the Academic Credentials Services Office to change the major or minor on your Graduation Application. You may also e-mail (with zagweb e-mail address only) any changes to borek@gonzaga.edu. Major/Minor declarations must be made at the time of application for baccalaureate degree completion since the awarding of majors and minors must accompany a baccalaureate degree and will not be awarded separately.

What if I wish to pursue two degrees?

You can receive more than one distinct baccalaureate degree if the subsequent degree represents completion of a program which distinctly differs from the first (i.e., Bachelor of Arts and Bachelor of Science). **One hundred**



fifty eight (158) semester credits are required and the core requirements of both schools must be fulfilled. A second Bachelor Degree of the same type may be obtained i.e., 2 Bachelor of Arts degrees. Application for the second degree must be made. You must complete 30 semester credits in addition to all major requirements. You will not be issued second diploma under this scenario.

What if I've recently been married and wish to order my diploma under a different name?

When applying for graduation, we order your diploma under the name in which your records are recorded in the Registrar's Office. Otherwise, a name change must be submitted to the

Registrar's Office, CG 229. You will need to bring a marriage certificate or divorce decree and a picture identification with you before a name change can be transacted.



What do I need to know about Commencement Weekend?

Commencement will be held in one ceremony for 2011 at the Spokane Veterans Memorial Arena. The ceremony will be held on Sunday, May 8, 2011. Baccalaureate Mass will be held in the McCarthy Athletic Center on Saturday, May 7, 2011. No admission tickets will be required for either the ceremony or the Mass. You may invite as many guest as you wish.

Honors status for the Commencement program will be based upon the fall semester cumulative GPA. Transfer work is not figured into this cumulative; it is based strictly upon Gonzaga course work. Your diploma and final transcript will accurately reflect your cumulative grade point average including your final term at G.U.

You must have 64 Gonzaga semester credits to be eligible for honors.

The breakdown is as follows:

3.50 - 3.69	Cum Laude
3.70 - 3.89	Magna Cum Laude
3.90 - 4.00	Summa Cum Laude

Honors GPA's are **NEVER** rounded up—the GPA the computer system captures after fall semester is the GPA on which your Commencement honors will be based.

Students with at least 48 Gonzaga University credits and a cumulative GPA of 3.50 or higher will have “with Distinction” honors.

Prices for the keepsake bachelor's cap/gown/tassel/hood/stole will be posted on cewardnational.com. A late fee will be incurred for any late orders. Honors cords are a gift and can be picked up with gowns in May. Caps and gowns can be ordered at Senior Fest on February 2nd, 2011.

Information regarding May, 2011 Commencement can be obtained by accessing www.gonzaga.edu/graduation or for additional commencement information, contact Susie Prusch, Manager of University Events at extension 5571 or (509) 313-5571 or prusch@gu.gonzaga.edu.



Mark Your Calendar for SENIOR FEST 2011



DATE: Wednesday, February 2nd

TIME: 2:00 p.m. to 7:00 p.m.

PLACE: Globe Room of Cataldo Dining Hall (CAT)

Order your cap & gown
Graduation vendors
Door prizes
Food, information, & FUN!

Look for Upcoming Notices—SEE YOU THERE!!



Important: Do Not Let This Affect Your Degree Status at Graduation Time!!

Repeating Courses for Improved Grade or GPA

The original course and grade will remain recorded on the student's transcript but will not be counted into the student's GPA. The cumulative credits and GPA will be adjusted to reflect the **last credits and grade earned**, even if you receive a lower or failed grade for the second attempt. For more information regarding repeating a course please see the undergraduate catalogue.

SENIOR COMMENCEMENT DATES AND EVENTS

- Feb 2..... Wed Senior Fest and ordering of caps and gowns for 2010 commencement, 2 - 7 pm. Globe Room of Cataldo Dining Hall (CAT)
- Feb 22..... Mon. Last day to postmark order caps & gowns for 2010 commencement without late fee.
(Cap & gown orders will be accepted on availability, additional shipping charges will apply.)
- April 29 & May 2 Fri-Mon Cap & gown distribution, 11 am - 3 pm, location TBA
- May 3, 4, 5... Mon-Wed Final exams 300-400 level courses
- May 5 Thu Cap & gown distribution, 4:30 - 7 pm, location TBA
- May 6 Fri Commencement rehearsal: 2 - 3 pm McCarthy Athletic Center (**Not Spokane Arena**)
- May 6 Fri Cap & Gown Distribution 2:30 - 5 pm & 7 - 8 pm location TBA
- May 6 Fri ROTC Commissioning: 5:00 pm Cataldo Dining Hall (CAT)
- May 6 Sat Senior Breakfast (call 6123 for information)
- May 7 Sat Baccalaureate Mass, 1:30 pm (1:00 line-up in The Martin Centre gymnasium in academic attire)
- May 8 Sun Undergraduate Commencement Ceremony.

Spokane Veterans Memorial Arena
Lineup **no later** than 9:00 am — doors open 8:00 am
**Procession begins at 9:35 am
Ceremony begins at 10:00 am and ends by 12:30 pm
After the ceremony, there is a social for graduates, faculty and families

Resume Preparation and Entering Degree Information on Job/Graduate School Applications

Misrepresentation in the marketplace has become epidemic and remains a chronic and worrisome problem for employers in this country. As a result, more and more employers are verifying academic information that appears on resumes and employment applications.

You, as a prospective graduate of Gonzaga University, should know that anyone can verify your directory information, including dates of attendance, honors received, majors, and degrees granted by calling or contacting the Office of the Registrar. This information may not be restricted once your enrollment at Gonzaga ends, so it is open to the public for verification.

It is imperative that you accurately reflect your degree, majors, honors, and dates of attendance on your resume and on job or graduate school applications at all times. You should not indicate that you have a degree if you have not actually received a transcript with the degree posted; instead, you should indicate the expected completion date, e.g. "Degree Expected, May 2010." Once you have received a notice from the Academic Credentials Services Office that your degree has been granted, you can explicitly indicate that you have graduated.

If you have not received a degree bearing transcript as expected, please contact the Academic Credentials Services Office as there may still be deficiencies preventing your degree from being awarded. To ensure effective communication, please notify the Academic Credentials Services Office of any address or telephone number changes.