



LAST DAY TO APPLY
 Fall - September 1
 Spring - November 1
 Summer - February 1

Langston Campus, P.O. Box 728, Langston, OK 73050, P: 405-466-3225, E: luregistrar@langston.edu
 OKC Campus, 6700 N Martin Luther King Blvd, Oklahoma City, OK 73111, P: 405-530-7500, E: luregistrar@langston.edu
 Tulsa Campus, 914 North Greenwood, Tulsa, Oklahoma 74106, P: 918-877-8100, E: luregistrar@langston.edu

GRADUATION APPLICATION

This application must adhere to the deadline to apply for graduation for the date specified by the **OFFICE OF THE REGISTRAR**. You will be billed the \$25.00 processing fee once your application is submitted. Be sure to read the Graduation Check List prior to completing the application (see page 2).

Apply for graduation

Re-apply for new graduation completion date

Please indicate if you will participate in the commencement activities by placing a check mark below:

LANGSTON CAMPUS

LANGSTON/TULSA

LANGSTON/OKC

Please check one of the boxes below to indicate the desired delivery method for your diploma. All Bursar accounts and Financial Aid holds must be cleared before a diploma may be mailed or available for pick-up.

(Check One)

PICK-UP

MAIL

1. **PRINT or TYPE** your name as it is to appear on your diploma and the address to which the diploma is to be mailed. The information you provide as to how your name should appear on your diploma must also be in the student information system.

Campus Wide ID (CWID) _____ Email Address _____

NAME: _____
 LAST FIRST MIDDLE

ADDRESS: _____
 STREET/APT# CITY/STATE/ZIP

HOME PHONE: _____ WORK PHONE: _____ CELL PHONE: _____

2. **I wish to apply for the following degree:**

Degree (e.g., AA, AS, BS, etc.): _____

Major: _____ Minor: _____

3. **I expect to complete my degree requirements (check one):**

Fall Spring Summer _____ (year)

I understand that if I **FAIL** to meet graduation requirements, I must apply for a new graduation completion date and pay another \$25 processing fee. **If I desire to change my name on my degree, I must provide legal documentation showing this change before diploma can be ordered.**

Candidate's Signature: _____ Date: _____

Advisor's Approval: _____
 Print Name

 Advisor Signature
 Date: _____

STAFF USE ONLY	
Business Office	
\$25 Processing Fee	_____
Check / Money No.	_____
Date	_____
Cashier Signature	_____
Registrar's Office	
Date Posted	_____
Date Ordered	_____
Date Received	_____
Date Mailed	_____

DIPLMA INFORMATION
 If you fail to return this form to the Registrar's Office, **NO** diploma will be ordered.

 Once degree is mailed through the US Postal Services to your address above, Langston is **NO LONGER RESPONSIBLE** for your diploma. Replacement cost to re-order a diploma: \$25.00.

Diploma Pick Up Locations:
 Langston Campus: Page Hall, Room 134
 Langston-Tulsa: Student Services
 Langston-OKC: Main Office

DEGREE REQUIREMENT: Upon completion of **ALL** course work, a degree is then conferred. Participation in the Commencement Program is a ceremony and **DOES NOT** mean you have graduated. Graduates/Candidates must have a \$0 balance in order to participate in the graduation ceremony.

Office of the Registrar Graduation Check List

Graduation Check List Steps

Step 1: Go to your advisor to review your degree audit and receive advisement on your eligibility to apply for graduation.

Step 2: After visiting with your advisor, complete the graduation application.

A complete Graduation Application is:

If undergraduate student:

Completed Graduation Application (must include student and advisor signature for no refiles)
Copy of Degree Works Audit

If Graduate student:

Completed Graduation Application (must include student and advisor signature for no refiles)
Copy of Departmental Evaluation

If Professional student:

Completed Graduation Application (must include student and advisor signature for no refiles)
Copy of Departmental Evaluation

ANY INCOMPLETE GRADUATION APPLICATIONS WILL NOT BE PROCESSED

Step 3: Submit graduation application to the Office of the Registrar (Langston Campus):

In person: Page Hall 134

Via mail: P.O. Box 728 | Langston, OK 73050

Via email: luregistrar@langston.edu

Step 4: Check your Langston University email for any important updates regarding your graduation application.
All official Office of the Registrar communications will be sent to your Langston University email and not your personal email.

Step 5: Check the Self-Service Portal to check your holds. Degree candidates should resolve all holds and prevent future holds on their account that will prevent them from being eligible to receive a diploma upon successful completion of all final coursework or receive a transcript.

Step 6: Ensure you have a \$0 balance to participate in the commencement ceremony by the established deadline; to participate in the spring commencement ceremony, students must have a \$0 balance.

Reminders

- If you do not have a \$0 balance
 - You may not receive transcripts until you have a \$0 balance
 - Upon your degree being conferred your diploma will not be ordered
 - Your name will not be listed in the program and you may not participate in the commencement ceremony