



ASSOCIATE

Application Procedure for Awarding of Degree

1. **Complete the Application for Awarding of Degree**

PLEASE PRINT OR TYPE YOUR NAME CLEARLY AS IT IS TO APPEAR ON YOUR DIPLOMA AND IN THE COMMENCEMENT PROGRAM.

Once submitted, this information is used to produce the program for Commencement and print your diploma. Any changes must be reported immediately to the Registrar. Changing your name and address with the Registrar's Office will NOT automatically change it for the COMMENCEMENT PROGRAM.

2. **Seeking employment? Make an appointment with the New Student Advising Office, Testing & Career Services.**

Services include: resume assistance, mock interviews, and registration on College Central Network, Rio's online job board. The office also hosts the annual Rio Career Fair (Spring), and the Teacher Recruitment Consortium (Spring). Please stop by Rhodes Center, Room 115.

3. **Participation in the Commencement Ceremony.**

Participation is a graduation requirement. If for some valid reason you cannot attend, you must request **permission for your absence** in writing: Attn: Tami Sheets, University of Rio Grande, Registrar's Office, P O Box 500, Rio Grande, OH 45674. Office: Florence Evans Hall. Email: tsheets@rio.edu

4. **If you are not participating in the ceremony, you will have two weeks after the ceremony to pick up your cap and gown, after that it will no longer be available.**

5. **GRANDE FINALE & CAREER FAIR**

Please plan to attend the **Grande Finale and Career Fair** to be held during Spring Semester. Be sure to stop by and verify that you have no outstanding fees or senior audit issues that would keep you from graduating! For more information on the Career Fair, contact Susan Haft at 740/245-7276.

6. **Pay the fee of \$135.00 at the University of Rio Grande Business Office.**

Make check or money order payable to the University of Rio Grande. This is a non-refundable fee. If you do not complete degree requirements as scheduled, you will need to make application and pay again for the next commencement ceremony. If you are applying for more than one degree for this commencement ceremony, the fee for additional degrees in the same year is \$85.00.

7. **Bring the application, cap & gown order, and receipt to the Registrar's Office.**

There is only one commencement ceremony per year in the spring. Late applications are subject to refusal.
CHECK THE RIO CALENDAR FOR DATES!

8. **Participation as a "summer" graduate (walking prior to completion of requirements).**

If you plan to "walk" in this year's ceremony but complete your academic work in the summer, you must meet certain criteria:

- You must be able to complete your work by the end of the second summer session ending date as published in the Rio calendar.
- You must have no more than 12 hours to complete. **MARK YOUR FORM SUMMER.** Final honors will appear on your transcript after summer grades have been posted. You will not receive a diploma during the ceremony. You will receive a letter inside the same folder the diploma normally fits into. Final honors will appear on your transcript after summer grades have been posted.