



# GRADUATION IN 10 STEPS

2011-2012

Now that you are planning to graduate next year, we want to make sure you know what to do next. First, please note the difference between graduation and commencement. Graduation refers to actually receiving a degree once you have been certified by the College as having met all degree requirements. Upon certification, the degree is awarded and noted in the Augsburg College student information system so that it displays on Augsburg transcripts. Commencement is a ceremony. It is an opportunity for students, families, friends, and the Augsburg College community to celebrate academic accomplishments. Participation in Commencement does not mean that you have graduated and you will not receive your diploma on that day.

## Step 1: Apply for graduation

- Apply for graduation one year before you plan to graduate from Augsburg College. A graduation application is your official degree audit—a document listing out your final major, minor, and Core Curriculum requirements.
  - Graduation Application: [www.augsburg.edu/registrar/documents/forms/gradapp.pdf](http://www.augsburg.edu/registrar/documents/forms/gradapp.pdf)
  - Meet with your faculty advisor to fill out the application—they will list your final major requirements.
  - Turn in the application signed by you and your faculty advisor to the Registrar's Office (Enrollment Center, Sverdrup Hall).

## Step 2: Receive and review a copy of your graduation application

- Receive a copy of your graduation application from the Registrar's Office with a list of the Core Curriculum and credit requirements in addition to the major requirements listed by your faculty advisor.
  - DAY students, this copy will be sent to your campus box.
  - WEC students, a copy will be sent to your home.

## Step 3: Participate in the final graduation application review

- In the fall and spring, the Academic Advising office meets with students who have filed a graduation application to review the final requirements and to form a completion plan. You will receive an email from the Academic Advising Office with more information. If you miss the final graduation application review, make an appointment by calling 612-330-1025.

## Step 4: Start planning for your life after Augsburg

- Exploring possible career paths or job searching? Use the services provided at the Strommen Career and Internship Center. They can help you with your career decision making, resume, interview skills, and developing an action plan for your job search. The center can also connect you with job fairs, postings, and networking. Call 612-330-1148 for an appointment.
- Graduate School? Work with URGO (Undergraduate Research and Graduate Opportunities) to prepare for applying to graduate school. Call 612-330-1447 or stop by SCI 116 for more information.

## Step 5: Finish strong so you can graduate with honors

- Latin Honors will be awarded based on GPAs. For more information go to [www.augsburg.edu/registrar/honors.html](http://www.augsburg.edu/registrar/honors.html)
  - Summa Cum Laude: 3.90-4.00 GPA and successful completion of the summa oral examination (Candidates will be contacted by the Dean's Office regarding the Summa project in the beginning of their final term.)
  - Magna Cum Laude: 3.80-3.89 GPA
  - Cum Laude: 3.60-3.79 GPA
- Departmental Honors - Talk to your faculty advisor.

## Step 6: Order Commencement tickets

- In mid-February, each student will receive a reminder postcard about the Commencement Ceremony Participation and Ticket Request Form. For DAY students, this will be sent to your campus box. WEC students will receive this postcard at your home mailing address.
  - Each graduate can receive UP TO 5 guaranteed tickets to the ceremony. ALL guests (including infants and toddlers) require a ticket for admission.
  - If you need extra tickets, indicate the number of tickets you would like to request on the form. You may request up to 5 additional tickets—but no extra tickets are guaranteed. All extra ticket requests will be based on availability and will be filled on a first-come, first-served basis.
- Not planning to participate in the ceremony? Please still take a moment to fill out the Commencement Ceremony Participation and Ticket Request Form. This will help us to plan more accurately.

## Step 7: Order your cap and gown

- Augsburg uses custom gowns that can be purchased online. Please note: It is important to order early as extra gowns are not as readily available. Visit [www.augsburg.edu/commencement/](http://www.augsburg.edu/commencement/) in late-February to order your cap and gown.
- If you have questions about ordering your cap and gown, attend the Graduation Fair in March at the Augsburg Bookstore. This is also your opportunity to order graduation products including class rings, announcements, and diploma frames.

## Step 8: Get a handle on your finances

- Complete Exit Loan Counseling—If you have borrowed federal student loans, you will need to complete exit counseling at [www.nsls.ed.gov](http://www.nsls.ed.gov). This must be done prior to graduating and can be done either online or by attending an in-person group session presented by the Student Financial Services Office. The counseling session will provide you with valuable information about managing your loans as you enter repayment. You will receive more information about counseling in your final term.
- Curious how much you need to pay back? Go to [www.nsls.ed.gov](http://www.nsls.ed.gov) to view the amount of federal loans you have borrowed.
- Ensure that you have settled your student account with Student Financial Services. You will not receive your diploma until your student account is paid in full. Call 612-330-1046 if you have questions.

## Step 9: Stay an Auggie

- As a graduate of Augsburg College you will receive invitations to alumni events, the Augsburg NOW, and a monthly e-Newsletter to keep you informed of happenings at the College and updates on former classmates. To ensure you receive these things, please keep your contact information up-to-date. To update your contact information or submit your news visit [www.augsburg.edu/alumni](http://www.augsburg.edu/alumni) or email [alumni@augsb.org](mailto:alumni@augsb.org).
- “Email for Life” is a free service provided by Google and offered to graduates of Augsburg College. This private email account will be established for you by the Alumni Office upon request to [alumni@augsb.org](mailto:alumni@augsb.org) and verification of your graduation date. Login and password information will be emailed to you from the Alumni Google account.

## Step 10: Participate in Commencement

- Attend Commencement Rehearsal—This rehearsal is important so that you are fully aware of all activities on the day of the ceremony. The rehearsal also gives the Dean a chance to get direction on the correct pronunciation of your name.

### May Commencement Rehearsal

Thursday, May 3, 4:30 p.m.  
Si Melby Gymnasium

### June Commencement Rehearsal

Friday, June 29, 6 p.m.  
Si Melby Gymnasium

- Attend Commencement

### Day Program

Honors Convocation: Friday, April 20, 4:30 p.m.  
Baccalaureate Service: Saturday, May 5, 9 a.m.  
Commencement Ceremony: Saturday, May 5, 11 a.m.  
Commencement Receptions: Saturday, May 5, 12:30 p.m.

### WEC/Graduate Program

Baccalaureate Service: Sunday, July 1, 9 a.m.  
Commencement Ceremony: Sunday, July 1, 11 a.m.  
Commencement Receptions: Sunday, July 1, 12:30 p.m.

## Congratulations! You are now an Auggie Alum.

Your diploma will be mailed out approximately eight weeks after the term ends and all requirements are met.