



CONTINUING EDUCATION UNDERGRADUATE
APPLICATION FOR DEGREE
MAY 2008

Clearly PRINT your name EXACTLY as you wish it to appear on your degree. Please use appropriate spacing, capitalization and punctuation where necessary (Example: DePalma, De Palma, Depalma, Renée, Renee). BE CAREFUL—THIS IS HOW YOUR NAME WILL APPEAR ON YOUR DIPLOMA.

Form fields for First Name, Middle, Last Name, ID#, SSN, Telephone, Email, Street Address, City/State/Zip, Signature, and Date.

Check here if this is a change of address – don't miss anything in your final semester.

Please check the date that you HAVE COMPLETED or that you EXPECT TO COMPLETE ALL curriculum requirements:

Form fields for Fall 2007, Wintersession 2008, and Spring 2008 with checkboxes.

I WILL BE RECEIVING THE DEGREE OF (Students with double majors may select only ONE degree and major):

- List of degree options: BACHELOR OF SCIENCE IN NURSING, BACHELOR OF SOCIAL WORK, BACHELOR OF FINE ARTS (Theatre Arts Only), BACHELOR OF LIBERAL STUDIES (General Studies, American Studies, Value & Inquiry, Peace & Intercultural Rel.), BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION, BACHELOR OF ARTS – MAJOR, BACHELOR OF SCIENCE – MAJOR.

If you have a second major, please write it here:

CHECK ONE OF THE FOLLOWING:

- Options for attending commencement exercises on May 17, 2008, or picking up the degree on July 1, 2008, or mailing the diploma. Includes a note about responsibility for address information.

If you are an international student and wish to have your degree mailed internationally, please enclose a check for \$10.00 payable to Salem State College and complete the following:

Form fields for international students: Street Address, City or Town, State/Province, Postal Code, Country.

PLEASE RETURN THIS APPLICATION WITH A CHECK OR MONEY ORDER FOR \$30.00 TO: OFFICE OF STUDENT RECORDS AND REGISTRAR Salem State College, 352 Lafayette St., Salem, MA 01970



2007-2008 ACADEMIC YEAR

Dear Senior:

Congratulations on your accomplishments here at Salem State College! You are receiving this application because, as a member of the senior class, it is possible that you will complete your course of studies in time to be awarded your degree at the Commencement Exercises on May 17, 2008. To allow us sufficient time to order your degree and plan for Commencement, please fill in the Application for Degree form and return it to the Registrar's Office as soon as possible. Please **DO NOT** return this form if you will not have completed **ALL** curricular requirements for your degree by May 17, 2008.

It is very important that you file this Application for Degree by **Thursday, January 31, 2008** with your Graduation Fee of \$30.00 if you intend to graduate in May 2008. If you do not file your application, it will be interpreted to mean that you do not intend to complete your degree requirements and graduate with the Class of 2008. Under these circumstances, the Registrar **will not** order your degree, your name **will not** be included in the Commencement Program, and you will receive no information about Commencement. It is, therefore, imperative that you complete and return the Application for Degree form as quickly as possible.

If you plan on attending Commencement, you will also be receiving a mailing from the Office of Academic Affairs concerning caps, gowns, and commencement tickets in April. You may also receive a letter from the Campus Center concerning Senior Week activities. Other information related to Commencement will be available early in the Spring semester at www.salemstate.edu/commencement. Don't forget to **change your address** with us if you relocate; it is very important that we are able to reach you during your final semester at Salem State College.

We look forward to celebrating your achievement on May 17, 2008, and ask you to carefully review all information provided to you in your Senior Degree Progress Report to ensure that you will complete all requirements by Commencement. For those of you who have chosen to change to the new 120 credit flowsheet for your major, it is especially important to ensure that you have filled out all appropriate paperwork and that all substitutions to your plan of study are on file in the Office of Student Records. If you withdraw from a required course prior to graduation, it will affect your eligibility to participate in Commencement. Seniors completing their degree requirements during the Summer of 2008 will be awarded their degrees with a date of August 29, 2008 and will be eligible to participate in Commencement in May 2009. Seniors completing their degree requirements during the Fall 2008 semester will be awarded their degrees in May 2009. If you have any questions regarding your Senior Degree Progress Report, please contact either the Academic Advising Center at (978) 542-7049 or the Registrar's Office at (978) 542-6083.

GRADUATION FEE NOTICE

There is a mandatory graduation fee of \$30.00 for all evening students regardless of whether or not you plan to attend Commencement. Please make your check payable to Salem State College and return it with this application to the Office of Student Records and Registrar, Salem State College, 352 Lafayette St., Salem, MA 01970.

YOUR APPLICATION WILL BE RETURNED IF THE FEE IS NOT ENCLOSED

PLEASE TURN TO THE OTHER SIDE OF APPLICATION