STEPHENS COLLEGE APPLICATION FOR BACCALAUREATE DEGREE INSTRUCTIONS On-Campus Residential Students

** UPDATED APPLICATION INSTRUCTIONS **

Application due date:

Students graduating in May or August: register for your final spring semester in October, complete your application, and turn it into the Registrar's office **no later than the first day of the spring semester in January.**

Students graduating in December: register for your final fall semester in March, complete your application, and **turn it into the Registrar's office no later than the first day of fall in August.**

How to apply:

- 1. After you have registered for your final classes and your adviser has approved your schedule, visit the Registrar's office to obtain a printed copy of your academic plan (please mention any minors that you've declared) and an unofficial transcript. We will identify any courses that you are repeating in your ungraded work (you cannot earn credit twice for a non-repeatable class).
- 2. Pick up a printed copy of the application, or go online to Academics\Registrar\Forms for Students & Faculty and download the pdf version of the application. Please note that **printing the app single-sided is preferred** by the Registrar's office.
- 3. Complete the application and obtain your advisors signature. Be sure to:
 - Verify that you have **completed**, or are **currently enrolled** in all of the requirements listed on your academic plan.
 - If any requirements have been completed by transfer work, or with substitutions, <u>and your academic plan does not already reflect the substitution</u>, be sure to complete the 'Course Substitution Worksheet'.
 - Make an appointment with the CCPD office for a review of your CCPD requirement.
- 4. Make an appointment with the Registrar's office to review your application. It is important that we receive and review your application by the add deadline in your final semester, so please plan accordingly.
- 5. After the registrar review you will be instructed to obtain approval from the dean(s) or program director(s) for each of your majors and minors.

If you have questions about the application, or need help, please feel free to stop by the Registrar's office – we'll be happy to provide assistance. If anything changes after you have submitted your application, please contact the Registrar's Office immediately.

Thank you!! Registrar's Office

phone: 573-876-7277 | fax: 573-876-7279 | email: registrar@stephens.edu

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STEPHENS COLLEGE APPLICATION FOR BACCALAUREATE DEGREE

(Type or **print legibly**. This information is for your diploma and the Commencement Program)

NAME (as you'd like it to appear on your diploma and in the Commencement Program – please PRINT):

Home City/State: (Hometown will be listed in the Commencement Program) Address (*asterisked items only apply to residential students): *Hall/Room: Phone:	First	Middle			Last			
(Hometown will be listed in the Commencement Program) Address (*asterisked items only apply to residential students): **Hall/Room: *Campus Box: Phone: If you live off-campus: Street: City, State, Zip: DEGREE PROGRAM: **Vear/Term you started at Stephens: Month and Year you plan to graduate from Stephens*: Major: Degree (select one): BA BS BFA Major: Degree (select one): BA BS BFA Minor#1: Minor#3: COMMENCEMENT: Do you plan to participate in a commencement ceremony? Yes No If yes, in which ceremony will you participate? May December PERMANENT HOME MAILING ADDRESS: Street: City/State/Zip: Permanent Home telephone number: Cell Phone number: Email address (not your Stephens email): Note: A \$110 graduation fee will be applied to your account prior to graduation. Diplomas and official transcripts will not be released unless the student's financial account has been settled or satisfactory arrangements have been made with the Accounting Office. Stephens College has permission to include my name, hometown city/state and degree in the Commencement Program. STUDENT SIGNATURE (Required): DATE: **Note: if you plan to graduate in August and participate in the May commencement ceremony that precedes your graduation, you must setter of appeal to the Registrar's Office.	Home City/State:							
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*Hall/Room: f you live off-campus:	`				J	,		
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Total credits earned/enrolled:

ourse repeat							
Course #	Year/Term	Grade earned		Credits earned	Is the cour	se repeatable fo	or credit?
1. Lookir	ng at your unofficial t	cranscript, how ma	any total cred	its have you e	arned:		
-	u have any incomple credits are incomple	_	ses taken in a	previous sem	ester? If y	es, how	+
3. In how	v many ungraded cre	edits are you enrol	led?				+
4. Will yo	ou be enrolled in sum	imer? If yes, in ho	w many credi	ts (list courses	s below)?		+
						Subtotal	:
- 130			مممم ماممم			- :	
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You must earn a minimum of 120 hours for a single degree, or 150 hours for a dual degree.

ne following cours	ses will be accepted	l as substitutions for the i	dentified required courses:		
Required Course#	guired Course# Substituted Course # Name of Major or minor Degree Plan Section (i.e. Required, Ma				
	Electives, etc. – see next page for example				
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Student's Name:

COURSE SUBSTITUTIONS

Stephens College-to-Career Program Each year while you are at Stephens, you'll be required to participate in a set of workshops, conferences, individual professional consultations, and career assessments, all conveniently scheduled so you can fit them into your busy college life. This unique program will give you the competitive edge you need to succeed-whether that means obtaining your ideal internship while you're at Stephens, or your dream job (or grad school acceptance) after you graduate. The stephens College-to-Career Program is a non-academic graduation requirement for all students beginning with the first-year students entering Fall 2015.					
CCPD Requirements:					
Course Number	Passed	Waived	Action required		
CCPD 100					
CCPD 101					
CCPD 200					
CCPD 201					
CCPD 300					
CCPD 301					
CCPD 400			If graduating from a 3-year degree, CCPD 400/401 are to be taken with CCPD 300/301.		
CCPD 401			If graduating in December, CCPD 401 is to be taken in the previous spring semester.		

I understand that completion of the College-to-Career program is required to graduate, and that any

CCPD Signature

actions listed above must be completed before my degree can be conferred.

Date

Student's Name:

Student Signature

Date

Attach the transcript and inal semester schedule w		
Registrar's check (to be	e completed in the Registrar's office):	
Credits Earned:	Credits Enrolled:	Credits required:
Upper Level earned:	Upper level enrolled:	Upper level required:
Incomplete(s)		
Additional Notes:		
Registrar's signature:		Date:
	egistrar has completed your requirements review)	bate.
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(Students - Please sign after the R I understand I must fi the credits listed abo	inish the courses in which I am e ve in order to complete my degr	nrolled with passing grades, and ee and earn the major(s) and
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Graduation review: Student Name

The next page is the senior degree check that will need to be signed by the Dean or Program Director for your major(s) and/or minor(s). Do not obtain signatures on page 7 until directed to do so by the Registrar's Office. Thank you!

SENIOR DEGREE CHECK – DEAN/PROGRAM DIRECTOR

	STUDENT ID:	
After reviewing your graduation app	lication, the following applies:	:======================================
Major1:		
You will meet all requirements for currently enrolled (per attached school	for the major or minor listed above provided yoedule) with passing grades.	ou complete the courses in which you're
The following requirement(s) m	nust also be met:	
Dean Signature		_ Date
Major2:		
	s for the major or minor listed above provided y shed schedule) with passing grades.	ou complete the courses in which
The following requirement(s)	must also be met:	
Dean Signature		_ Date
Minor1:		
	s for the major or minor listed above provided y hed schedule) with passing grades.	ou complete the courses in which
The following requirement(s)	must also be met:	
Dean Signature		_ Date
Minor2:		
	for the major or minor listed above provided y hed schedule) with passing grades.	ou complete the courses in which
The following requirement(s)	must also be met:	
Dean Signature		_ Date

Make a copy of this page if you have additional minors. After obtaining all signatures please return the entire application to the Registrar's office.