

## GENERAL INFORMATION

- Notes:** (a) \*Please advise the Registrar's Office of changes in name, address or phone number. ANY CHANGE in your graduation status necessitates filing a CHANGE of Graduation Application form with the Registrar's Office. (see below)  
(b) If you have indicated you will not attend graduation exercises, no provisions will be made for your seating.  
(c) Rehearsal and cap and gown information will be mailed to you two weeks prior to graduation exercises.  
(d) GRADUATION WITH HONORS will be based on a cumulative GPA calculated on University of North Alabama work **ONLY**, including the last semester of work.  
(e) Failure to graduate in semester specified may result in a fee for a dated diploma of \$3.50.

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## CHANGE OF GRADUATION APPLICATION DATA

\* Any change in your graduation status necessitates filing a "CHANGE OF GRADUATION APPLICATION" form with the UNA Office of the Registrar, Room 119, Bibb Graves Hall.

Name \_\_\_\_\_ Student ID number (**NOT SS number**): \_\_\_\_\_

Please check if this is a new address  (You must also file a change of address form with the Registrar's Office or manually change on UNA Portal.)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Degree \_\_\_\_\_ Major \_\_\_\_\_

### 1. CHANGE OF GRADUATION DATE

Please change my graduation date as follows:

**FROM:**

August/Summer 20 \_\_\_\_\_

December/Fall 20 \_\_\_\_\_

May/Spring 20 \_\_\_\_\_

**TO:**

December/Fall 20 \_\_\_\_\_

May/Spring 20 \_\_\_\_\_

August/Summer 20 \_\_\_\_\_ (**answer No. 5 below**)

### 2. CHANGE OF NAME REQUESTED ON DIPLOMA — \$20 fee after diplomas have been ordered.

Please change my name from \_\_\_\_\_

To (as it will appear on diploma) \_\_\_\_\_

### 3. CHANGE OF DEGREE APPLIED FOR

Please change my degree from \_\_\_\_\_ to \_\_\_\_\_

*Must be submitted by application deadline date for the semester you plan to graduate.  
Failure to graduate in semester applied for may result in a fee for a dated diploma of \$3.50.*

### 4. CHANGE OF MAJOR AND MINOR

Please change major(s) from \_\_\_\_\_ to \_\_\_\_\_

Please change minor(s) from \_\_\_\_\_ to \_\_\_\_\_

### 5. TO BE COMPLETED **IF CHANGING ATTENDANCE:**

a. Mail my diploma to the address above.

b. I will participate in commencement and receive my diploma at that time.



Signature \_\_\_\_\_ Date \_\_\_\_\_

Student