

Dear Degree Candidate:



POSTING OF LIST OF CANDIDATES FOR GRADUATION: The names of candidates *who have applied* to graduate will be posted and updated the 1st of every month during the current semester on www.una.edu/registrar. The names of candidates **who complete degree requirements** will be posted at 1:00 p.m., the Friday of graduation on www.una.edu/registrar (click on current term graduation list). **If you signed the confidentiality request your name will not appear on any list. (You can change this on your UNA portal.)**

HAS THE REGISTRAR'S OFFICE RECEIVED MY APPLICATION? Check it out on your portal, student records, view student information. If your expected graduation date is when you applied, then your application has been received, if it is a future year your application has not been received.

COMMENCEMENT: If you are participating in the commencement exercises **attendance at the commencement rehearsal on FRIDAY afternoon at 3:15-4:30 p.m. is mandatory.** If it becomes impossible for you to attend commencement, you must notify the Registrar in writing (by letter, email<registrar@una.edu or come by the Office of the Registrar). This change can be made anytime two weeks prior to graduation. ******Instructions for each Commencement will be posted on una.edu/registrar/ at the beginning of the current term.**

SUMMER GRADUATES: Commencement exercises are not scheduled for summer semesters; however, **summer graduates may attend the Fall Commencement.** The names of these graduating seniors will be posted with the summer list in August and not on the fall list. Diplomas for summer graduates will be mailed 2 weeks after the summer term ends.

DIPLOMAS: Diplomas for Fall and Spring terms will be mailed two business weeks after Commencement. *If your diploma address changes after submitting your graduation application, please email graduation@una.edu.* **In order to receive your diploma, all financial obligations must be cleared** through the Business Office. **Be sure to pay your \$30 graduation fee** (and late fee if applicable). Students with financial holds will not receive their diploma until cleared by the Business Office. The **degree** is the only academic information on the diploma. Majors and minors are listed on the transcript.

DIPLOMA NAME: The name you have chosen for your diploma will be the name used on all official listings for graduation. This name will be the name read at commencement, printed in the commencement program and the newspaper. **If you signed the confidentiality request, your name will not appear in the newspaper.**

INVITATIONS: May be ordered through the University Bookstore. To assure early delivery you should order invitations 4-6 weeks before your graduation term.

ACADEMIC REGALIA: will be available in the University Bookstore approximately three to four weeks prior to graduation up to graduation date. For the graduation exercises, candidates for the Bachelor's degrees will be attired in bachelor's gowns and caps; candidates for the Master's degrees will be attired in master's gowns, caps and hoods.

CAREER PLANNING AND DEVELOPMENT: Be sure you are registered: career.una.edu.

TRANSCRIPTS: Compliance with federal regulations requires your signature on all requests for transcripts from the University of North Alabama. This information is submitted to you so the issuance of any transcripts you request will not be delayed. For transcript information call 256-765-4981 or go to our webpage www.una.edu/registrar (click on transcripts).

HOW TO REAPPLY: If you choose to postpone your graduation to another semester, you must reapply by completing a **change of graduation form**.

If you should **begin a new program after graduation, you must reapply in the Office of Admission** before registering at the undergraduate or the graduate level.