

TEXAS A&M-COMMERCE  
OFFICE OF THE REGISTRAR  
GRADUATION INFORMATION FOR SUMMER 2009

You may file a Graduation Application for Spring Commencement until **June 19, 2009**.  
Late applications WILL NOT be accepted.

**PLEASE REVIEW THE FOLLOWING STEPS FOR GRADUATION APPLICATION:**

1. Undergraduate students should review their degree evaluation with their advisor to ensure all degree requirements have been met. If you have taken a course which is not listed on your degree audit, you need to have a substitution made and signed by the department head and approved by the Dean of your college. A substitution is any course taken that is different from what is specifically listed on your degree evaluation.
2. If you have had a Perkins loan, go to the Loan Office located on the first floor of the Halladay Student Services Building to see if your records are clear. If you have had a Hinson Hazelwood or any OTHER student loans, go to the Financial Aid Office located on the 1st floor of the Halladay Student Services Building to see if your records are clear. (This may include a loan exit interview.).
3. If not previously submitted, all transfer coursework must be sent to the Admissions Office (or Graduate School if applicable) on an official transcript.
4. Clear any holds that you may have in order to receive your diploma. Holds can be viewed through myLeo.
5. The graduation application fee is \$20.00. The fee is payable online at the time you submit your application. Diplomas will not be released if the fee has not been paid. You will be notified by your faculty advisor or dean's office regarding any changes required to complete your degree. It is the student's responsibility to notify the Office of the Registrar of any and all corrections.

Commencement will be held on Saturday, August 15, 2009. This event **is** ticketed. Additional information about the ceremony and regalia is found at our website <http://www.tamuccommerce.edu/registrar/graduation.asp>.