

## Graduation Fast Facts 2008

*(Law and LLM students do not refer to this form. Please see the Law School Registrar's Office.)*

**You do not automatically graduate when you complete your course requirements. You must also submit an *Application for Graduation* and pay a \$105 fee.**

### **What is the difference between "graduation" and "commencement?"**

"Graduation" is the posting of your degree to your record. It will be posted only after you have satisfied all of your program's academic requirements, submitted an *Application for Graduation*, and paid the \$105 application fee. The degree date will be the one related to the term in which all of these criteria have been met (see below).

"Commencement" is the graduation ceremony. The university has five ceremonies, all in the spring. One is in San Francisco and is for San Francisco, Walnut Creek, Cyber Campus, Los Angeles and Seattle students; the other four are held in or near Sacramento, Walnut Creek, San Jose and Monterey, and are for students based at those sites.

To be eligible to participate in the spring 2008 commencement, you must be either:

- 1) A fall 2007, spring 2008, or summer 2008 degree candidate; OR
- 2) A summer 2008 candidate with no more than fifteen (15) undergraduate units or twelve (12) graduate units remaining in the summer 2008 term.

You may participate without having completed all of your academic requirements, and being allowed to participate does not mean you have graduated. You must pay all outstanding tuition and fees two weeks prior to commencement to be eligible to participate.

### **How do I apply for graduation?**

There are three ways to apply for graduation:

1. Apply online by logging into your GGU4YOU account.
2. Download an "Application for Graduation" on [www.ggu.edu](http://www.ggu.edu) and mail your application and payment to the University Cashier.
3. Pick up an "Application for Graduation" at any GGU campus. San Francisco students can submit this application and payment directly to the University Cashier.

### **When do I apply for graduation?**

Submit your *Application for Graduation* at the start of your final term. To determine your final term, review your academic evaluation on GGU4YOU, or call the University Advising Center at 415-442-7865.

<b>Term</b>	<b>Application Deadline</b>	<b>Degree Date*</b>	<b>Diploma Mailed</b>
Spring	March 22, 2008	May 24, 2008	July 2008
Summer	July 5, 2008	August 23, 2008	October 2008
Fall	November 30, 2008	December 20, 2008	February 2009

### **IF YOU WANT TO PARTICIPATE IN THE COMMENCEMENT CEREMONY, SUBMIT YOUR APPLICATION BY FEBRUARY 1!**

\*The degree date is the date which will appear on your transcript as the date you graduated. It will take four to six weeks after this date for the degree to appear on your transcript and another four to six weeks after that for you to receive your diploma and transcript.

### **What are the consequences if I miss the application deadline?**

If you miss the deadline for applying, your degree will be posted on the next degree posting date. Golden Gate University will not confer a degree before the degree posting date.

### **What if I don't finish my program in the term I applied for graduation?**

Graduation applications are valid for three consecutive terms, starting with the term you indicated on your application. For example, if you apply for the Spring 2008 term, the application will be valid for the Spring, Summer and Fall 2008 terms. If you have not completed your academic requirements within three trimesters, you will need to reapply for graduation and pay the applicable fee.

### **Why does Golden Gate University charge students to graduate?**

All universities charge their students a graduation/commencement fee. Some charge the student at the beginning of his or her degree program, while others add the cost to the student's tuition. Golden Gate University administers a fee to students when they apply for graduation so only those students who are graduating absorb the cost.

### **Do I have to apply for graduation and pay \$105 if I do not want to participate in commencement?**

Every student must apply for graduation and pay \$105 whether or not they participate in commencement. GGU will not waive the fee or part of the fee if you decide to not participate. (EMBA students must submit an Application for Graduation but do not need to pay the \$105, as it's included in their tuition.)

### **What does the fee cover?**

- Review of your academic progress and any necessary updates (substitutions, etc.)
- One diploma with cover and scroll
- One transcript
- Regalia (i.e., cap, gown, tassel etc.) which is yours to keep
- Ten announcements
- Commencement program
- Other commencement-related expenses, such as hall rental, refreshments, decorations, etc.

### **When will I receive my diploma and transcript?**

Diplomas are mailed out approximately eight to ten weeks after the degree date. The transcripts are mailed out approximately two weeks after the diplomas.

The diplomas and transcripts are mailed to the address in which you have indicated on your *Application for Graduation*. If you notify the Records Office of an address change AFTER having submitted your application, and you would like your diploma sent to the new address, you must inform the Records Office that you would like the change made on your application as well. The best way to do this is by sending an e-mail to [graduation@ggu.edu](mailto:graduation@ggu.edu).

### **Where can I get more information?**

Golden Gate University web site at [www.ggu.edu](http://www.ggu.edu).

Questions regarding graduation:  
Records and Registration  
(415) 442-7200  
[graduation@ggu.edu](mailto:graduation@ggu.edu)

Questions regarding commencement:  
Student Affairs  
(415) 442-7288  
[commencement@ggu.edu](mailto:commencement@ggu.edu)