

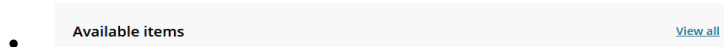
What do you need to do before applying for Graduation?

- **Fulfill all outstanding obligations:** Holds will prevent you from applying for graduation online, receiving a transcript and/or a diploma. These include, but are not limited to:
 - Athletic holds
 - Bursar Office holds
 - Graduation Application Fees
 - Housing fees
 - Library late fees
 - Parking tickets
- **Complete Financial Aid Exit Counseling:** If you received loans while you were enrolled at Middle Georgia State University (MGA), you must complete Exit Counseling. This must be done whenever you cease enrollment or are no longer enrolled at least half-time or meet any of the criteria listed above. Here is how to complete Exit Counseling on the web:
 - Sign on to with www.studentaid.gov/
 - Click on "Complete Counseling"
 - Click on "Start Exit Counseling"
 - Upon completion of the counseling session, confirmation of your completion is automatically sent to the MGA Financial Aid Office
- **Meet all Degree Requirements:** To graduate, you must meet all degree requirements as listed in a single Middle Georgia State University catalog. Choose any catalog less than 5 years old beginning with the catalog you've used during your studies here.
 - **Seeing an advisor** each semester will help you stay on track
 - **Re-Admittance or Change of Major** circumstances: If you stop attending and are subsequently readmitted to MGA or if you change major, your matriculation catalog is reset to the year of readmission or change of major. **You must have attended at least one term under your chosen graduation catalog.**

Applying for Graduation

- **Apply at least two full semesters before term of completion.** Failure to complete an application for a degree or certificate at least two semesters in advance may prevent graduation in the anticipated term. Students who do not complete an application until the published application deadline may not be able to resolve deficiencies discovered in the degree audit for that term.
- **Meet all deadlines:** Including graduation application and cap and gown order deadlines. Resolve deficiencies (petitions, credit appeals, and history and constitution requirements). Failure to do so can cause you not to graduate in a timely manner.
- Go online to SWORDS account and apply <https://www.mga.edu/technology/services/banner.php>
 - The first term the online application asks for is the curriculum term.

- Choose a term, then click submit. You will be asked to choose a graduation term a few steps later.
- Check your SWORDS account to confirm the spelling of your legal name (the name on file) and your correct mailing address; update here https://www.mga.edu/registrar/docs/Change_of_Record.pdf if change is necessary.
- There is an application fee: Undergraduate Student - \$35; Graduate Student - \$50
 - To pay online, go to <https://www.mga.edu/technology/services/banner.php> for secure login to your SWORDS account.
 - After successful login, select “Pay Now Cashnet” under “Student Accounts”.
 - You are then redirected to the Middle Georgia State University ePayment window. If the “Graduation Application” fee is not listed, please click on “View All” across from Available Items (see below).



- **If you do not graduate in the semester in which you applied, you must submit a new graduation application** (No additional application fee for the same degree).

What happens after you apply for Graduation?

- When you apply online via SWORDS, the graduation application is retrieved by the Graduation Coordinator/Student Success Coordinator in the Office of the Registrar, who will then begin the auditing process.
 - Associate Degrees:
 - Audits are processed in the Office of the Registrar within 2-4 weeks by the Graduation Coordinator/Student Success Coordinator
 - Bachelor, Master & Doctoral Degrees
 - Audits are processed in the Office of the Registrar within 4-6 weeks and audits are dispersed to each academic department for review
 - Second Degrees (only if the first degree was received at MGA):
 - For both Associate and Bachelor Degrees, a Second Degree Application is completed by the Graduation Coordinator/Student Success Coordinator in the Office of the Registrar and dispersed to each department for review
 - Once reviewed by the Department, the Second Degree Application is returned to the Graduation Coordinator/Student Success Coordinator in the Office of the Registrar
 - Allow 4-6 weeks for processing
- The MyDegree audit will indicate if anything is missing or if you are on track to graduate. Please review your audit often in MyDegree for any changes.
- Graduation Coordinator/Student Success Coordinator will email you a letter requesting you to review your audit on MyDegree once your degree audit is complete.
 - To view MyDegree in SWORDS:
 - Once logged on to your SWORDS account, go to “Student Information”, and then click on “MyDegree Responsive” to view completed audit
 - If any issues, contact the Graduation Coordinator (yulonda.banks@mga.edu) or the Student Success Coordinator (monique.shine@mga.edu) in the Office of the Registrar
- The Graduation Coordinator will send emails to student email addresses only concerning the graduation ceremony. The Commencement Committee will send emails regarding the ceremony and guest tickets.

How to prepare for the Graduation Ceremony

- Order Caps and Gowns online via the Campus Store (campusstore@mga.edu)
 - It is your responsibility to ensure that you have proper regalia to participate in the commencement ceremony
 - You are not allowed to walk across the stage without a cap and gown
 - For students, no regalia outside of MGA's can be worn in the commencement ceremony.
 - You must place your order before the designated deadline given by the Campus Store
- All guests must have tickets to enter the graduation ceremony. There will be no overflow rooms. The ceremonies will be live streamed. The link will be provided on the Commencement/Graduation webpage [Graduation: Middle Georgia State University \(mga.edu\)](http://mga.edu).
 - Tickets are available online. An email will be sent to students MGA email address during a specified time for both Spring and Fall graduation ceremonies. More information regarding exact dates of when to pick up tickets will be sent to your MGA email.
- **BE ON TIME**
- **Diplomas are not distributed at the graduation ceremony**
- All diplomas will be mailed to the address on file approximately 8 weeks from the last final exam date. Please verify your address is correct prior to graduation. You may make changes here <https://www.mga.edu/registrar/student-resources/address.php> if necessary.

Recap:

- You must fulfill all outstanding obligations: Clear holds & complete Financial Aid Exit Counseling
- You should meet with your advisor to ensure you are on track to meet your program's academic requirements
- You must **APPLY 2 SEMESTERS EARLY** for graduation (pay application fee)
- Order your cap and gown **EARLY** (if participating in graduation ceremony)
- Attend graduation ceremony if indicated participation on graduation application
- Time to celebrate! You are now MGA alum!