

Office of the Registrar, Athabasca University
 1 University Drive, Athabasca, Alberta T9S 3A3
 Toll Free in Canada/US: 800.788.9041
 Other: 780.675.6111, Fax: 780.675.6174
 Register online www.athabascau.ca

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STUDENT ID NUMBER

For detailed information regarding graduation see the current Athabasca University Calendar, Convocation.
 Please print. (See reverse for Convocation Name/Demographic Information)

General Information

Name: _____
Last First Middle

Address: _____ Telephone Residence: (_____) _____
area code

City/Town: _____ Telephone Business: (_____) _____
area code

Province/State: _____ Postal/Zip Code: _____ Fax: (_____) _____
area code

Country: _____ E-mail Address: _____

Gender: Female Male

I expect to graduate (check one only, see reverse for details):

Degrees

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Master of Business Administration <input type="checkbox"/> Master of Distance Education <input type="checkbox"/> Master of Health Studies <input type="checkbox"/> Master of Arts — Integrated Studies <input type="checkbox"/> Master of Science — Information Systems <input type="checkbox"/> Master of Nursing <input type="checkbox"/> Bachelor of Administration <input type="checkbox"/> Bachelor of Arts (3 year) <input type="checkbox"/> Bachelor of Arts (4 year) <input type="checkbox"/> Bachelor of Commerce <input type="checkbox"/> Bachelor of General Studies (Arts and Science) | <ul style="list-style-type: none"> <input type="checkbox"/> Bachelor of General Studies (Applied Studies) <input type="checkbox"/> Bachelor of Health Administration <input type="checkbox"/> Bachelor of Human Resources & Labour Relations <input type="checkbox"/> Bachelor of Management (3 year) <input type="checkbox"/> Bachelor of Management (4 year) <input type="checkbox"/> Bachelor of Nursing <input type="checkbox"/> Bachelor of Professional Arts <input type="checkbox"/> Bachelor of Science <input type="checkbox"/> Bachelor of Science in CIS |
|---|--|

University Certificates and Diplomas

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Advanced Graduate Diploma: Advanced Nursing Practice <input type="checkbox"/> Advanced Graduate Diploma in Distance Education Technology <input type="checkbox"/> Advanced Graduate Diploma in Information Technology Management <input type="checkbox"/> Advanced Graduate Diploma in Project Management <input type="checkbox"/> Graduate Diploma in Management <input type="checkbox"/> University Diploma in Arts <input type="checkbox"/> University Diploma in Inclusive Education <input type="checkbox"/> UC: Accounting <input type="checkbox"/> UC: Advanced Accounting <input type="checkbox"/> UC: Administration | <ul style="list-style-type: none"> <input type="checkbox"/> UC: Career Development <input type="checkbox"/> UC: Counselling Women <input type="checkbox"/> UC: English Language Studies <input type="checkbox"/> UC: French Language Proficiency <input type="checkbox"/> UC: Health Development Administration <input type="checkbox"/> UC: Home Health Nursing <input type="checkbox"/> UC: Industrial Relations and Human Resources <input type="checkbox"/> UC: Human Resources and Labour Relations <input type="checkbox"/> UC: Labour Relations <input type="checkbox"/> UC: Labour Studies <input type="checkbox"/> UC: Public Administration |
|---|--|

Academic Progress (Please check the appropriate boxes)

- I have successfully completed (and received final grades) for all of the program requirements.
- I have completed (but have not received final grades) for all of the program requirements.
- I have completed _____ credits of the program.
- I will be completing the following courses by the dates indicated (please use an additional sheet if necessary):

Course:	Institution:	Completion Date:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Credential in French and English (Minimum of 30 credits in French courses excluding French as a Second Language.)

- I would like a notation added to my transcript and parchment that my credential was completed in English and French.

Athabasca University approves and awards credentials every month at regularly scheduled Academic Council meetings. All requirements for the credential must be complete by the 15th of the month for submission to Academic Council the following month. For example, students who complete all requirements by September 15 will go forward to Academic Council at the October meeting.

Upon receipt of the Application for Graduation the Office of the Registrar will monitor your progress and advise by letter when you are eligible to graduate. Once the credential is awarded, parchments will be mailed to students using the address appearing on the Application for Graduation form within two weeks of the Academic Council meeting.

Students who receive graduate or undergraduate degrees are invited to attend the convocation ceremonies held by Athabasca University in June each year. Graduates of university certificate or university diploma programs are listed in the convocation program, but do not participate in the ceremonies.

NOTE: Application for Graduation forms are not held over for the following academic year (July 1 - June 30). Therefore, those students who do meet their credential requirements must reapply to graduate the following years.

Convocation Name/ Demographic Information

Your name as recorded in our academic records will be used on the parchment. It is University policy that the student's name must be the same on the graduation parchment, the *Convocation Program*, and the student's academic record. Therefore, if you have recently changed your name and you want your parchment under your new name, you must notify the Office of the Registrar officially by completing the "Student Change of Information" which is available at: http://www.athabascau.ca/depts/registry/forms/pdf/information_change.pdf.

The personal information collected on this form and in your student record will be used for the purpose of processing your request to graduate. If you complete your program and convocate with your credential (certificate, diploma, or degree), your name, city and province will be listed in the convocation program. If you are successful in receiving a scholarship or an award this will also be noted in the convocation program. Certain personal information will also be disclosed to the Alumni Association and the Student Association for the purposes of membership and contacting students. Your name, telephone number, address and program name will be released to Athabasca University's Public Affairs office for the purpose of preparing a news release to your local media announcing your success. If you do not authorize this release, or if you have any questions about the collection and use of this information, please contact the Graduation/Convocation Administrative Assistant, Office of the Registrar, 1 University Drive, Athabasca, AB T9S 3A3 Telephone: (780) 675-6258 or Fax: (780) 675-6174. This information is collected under the authority of section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act.

Signature: _____ Date: _____

Mail, fax or deliver the completed form to:

Office of the Registrar, Athabasca University
1 University Drive, Athabasca, Alberta T9S 3A3
Telephone: 1-800-788-9041
Fax: (780) 675-6174

OR

Deliver the completed form to an Athabasca University Learning Centre in Edmonton or Calgary.

