



# INTENT TO GRADUATE AND DIPLOMA NAME FORM

## COMMENCEMENT CEREMONY:

SATURDAY, JUNE 9, 2012 - @ PROCTOR'S in Schenectady

I intend to complete my degree requirements by:

End of Fall term 2011 (12/1/11)\* (you are welcome and encouraged to participate in the June 2012 commencement ceremony)

End of Spring term 2012 (6/9/12)

I plan to complete my degree requirements after the spring term 2012 but will have 2 or less classes remaining at the end of the spring term and plan to participate in graduation ceremony (degree programs only).

\*We will confer degrees in December 2011 and June 2012 – with only one ceremony in June.

### PRIOR TO GRADUATION:

- If you have not paid the appropriate resource fee amount it will be placed on your student account prior to graduation. Your resource fee includes all graduation and regalia fees\*.
- Your required resource fee must be paid prior to graduation.
- This along with any other financial obligations must be paid to receive your diploma and/or transcripts.
- Submission of this form is your acknowledgement of this notification

### **Resource fee amounts:**

- Degree Program – started Prior to Winter 2010 \$250.00
- Degree Program – started Winter 2010 or after \$350.00
- Certificate Program – started prior to Winter 2010 \$100.00
- Certificate Program – started Winter 2010 or after \$150.00
- LIM Program (not previously billed-due prior to commencement) \$100.00

*\*Graduation fees include: Diploma fee, thesis filing fee, cap, gown, hood, and lifetime transcripts.*

*(There is no refund for students who do NOT attend graduation or for those who are Not required to file a thesis.)*

### DEGREE:

Major/Anticipated Degree: \_\_\_\_\_

I will contact the Registrar's Office at Union Graduate College, or [ruthL@uniongraduatecollege.edu](mailto:ruthL@uniongraduatecollege.edu) / 518 631-9834 if my plans to graduate change, or if I have a change in address, telephone, email, etc.

Name (print) \_\_\_\_\_ ID#: \_\_\_\_\_  
*First Middle Initial Last*

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

*(Please complete page 2)*

**DIPLOMA NAME INFORMATION:**

Please **Print Full** name as it should appear on Diploma (please, no nicknames) – include suffix if appropriate:

**PLEASE PRINT NAME LEGIBLY.**

|            |             |           |                        |
|------------|-------------|-----------|------------------------|
| First Name | Middle Name | Last Name | Suffix(Sr., Jr., etc.) |
|------------|-------------|-----------|------------------------|

**GRADUATION ATTENDANCE INFORMATION:**

Commencement (**Please check one**):

(If your plans regarding attendance change please contact Lorie Ruth at (518) 631-9834 or ruthL@uniongraduatecollege.edu)

Will attend                       Will **not** attend

If **NOT** attending, please check **one** choice below:

I plan to pick up my diploma in person **after graduation** – diplomas will be available beginning:  
                                  December graduation date:      Wednesday, 12/14/11  
                                  June graduation Date:                      Monday, 6/18/12  
*(Please note that if you choose this option – your diploma **will not be mailed**, but will remain in Student Services Office until you pick-up or contact us to make alternate arrangements)*

I would like my diploma mailed to me approximately 3 weeks after graduation date.  
 For June students - **only complete if you are not attending and wish to have it mailed.**

Address where your diploma should be mailed:

\_\_\_\_\_

Street

\_\_\_\_\_

City

State

Zip

**Send Form by:**

|                      |         |
|----------------------|---------|
| December graduation: | 10/1/11 |
| June graduation:     | 12/1/11 |

Lorie A. Ruth  
 Union Graduate College  
 80 Nott Terrace  
 Schenectady, NY 12308

Signature: \_\_\_\_\_ Date: \_\_\_\_\_