



GRADUATION PROCEDURES

Below is a checklist of things to prepare for graduation. All items may not apply to you.

1. ___ Apply to graduate. Apply [online](#) or complete a [graduation application](#) and submit it to the Registration and Records Office. Select the quarter in which you will complete your [degree requirements](#).

*The graduation ceremony is an annual celebration open to all students graduating during the academic year, including summer quarter. Participating in the ceremony does not mean you have earned your degree and does not determine your graduation date.

More information on graduation ceremony and graduation procedure is available on our [website](#).

2. ___ If you are pursuing a science degree, review your academic progress online and your Bachelor of Science review results to ensure you will meet the [science degree requirements](#). A Bachelor of Science record review will be sent 1-2 business days after your graduation application is processed.
3. ___ Pay the required \$25 graduation. Your account will automatically be billed. You can pay this fee at the Cashiers Office, (Library 1118) or online at my.evergreen.edu (Web Payment → Make a Payment → Add to Basket → Pay Now).

If you are receiving VA benefits, contact the Veterans Affairs Office regarding your graduation fee.

4. ___ Update your mailing address through the Profile link in your [my.evergreen](#) account. Your diploma will be mailed to the address indicated on your graduation application. Your diploma address maybe different than your mailing address.
5. ___ Complete the [Career Development Exit Survey](#) online.
6. ___ If you had a Direct Loan, you must complete an Exit Interview with [StudentLoans.gov](#). More information regarding Direct Loans is available on the [Financial Aid Loans](#) website.
7. ___ If you had a Perkins Loan, you must complete a [Perkins Loan Exit Interview](#) online or with the Perkins Loan Manager located in the Student Accounts Office, (Library 1112).
8. ___ If you live in on-campus housing, notify the Housing Office of your change of status and complete the housing check-out procedure which they will provide. After check-out update your mailing address through the Profile link in your [my.evergreen](#) account.
9. ___ Enroll in SALT for free at [saltmoney.org/evergreen](#). This non-profit organization is here to help you with budgeting, savings, and loan repayment.

APPLICATION DEADLINES	
Fall	Week 5 Fall Quarter (late October)
Winter	Week 5-Winter Quarter (early-February)
Spring and Summer	Week 2 Spring Quarter (mid-April)