

**Application:**

Apply for graduation after you register for your last semester of courses.

Login to Self Service Banner

Click on Student Tab → Student Records → Apply to Graduate

Once you submit the application. You have applied.

Diploma Fee:

All graduates must pay the \$10 diploma fee if you wish to receive a printed diploma. Payments can be made at the Business Office on any campus or through SSB. Diplomas will not be issued until the diploma fee is paid.

Ceremonies:

Fall 2017 Graduation Ceremony:

December 19, 2017 at 6 p.m. (All Students- Wallace Hall, Gadsden Area)

Final grades post on December 21, 2017 and diplomas will be mailed out on or after January 23, 2018.

Spring 2018 Graduation Ceremonies:

May 10, 2018 at 6:00 p.m. (All Students- Cherokee Arena)

Final grades post on May 9, 2018 and diplomas will be mailed out on or after June 9, 2018.

Summer 2018 Graduation Ceremony

August 9, 2018 at 6 p.m. (All Students- Anniston/Oxford Area)

Final grades post on August 9, 2018 and diplomas will be mailed out on or after September 9, 2018.

Caps & Gowns:

Caps and gowns may be purchased at the Gadsden or Ayers campus bookstores. The price is approximately \$40 and will be available for purchase one month prior to the graduation ceremony.

Professional Photography at Ceremony:

The commencement exercises begin at 6:00 p.m. Graduates should report no later than 5:15 p.m. to find their place in line. Official graduation photographs will be taken and may be ordered from the photographer's representative.

Final Audits:

Please note that all candidates for graduation will undergo an official graduation audit after the final grades post. Graduation is final only after all requirements are met and the official audit is complete.

Graduation FAQs:

Q: How will I know if I am accepted for graduation?

A: Check your Gadsden State Student email and BlackBoard for updates on your graduation evaluation.

Q: How can I pay for my \$10 diploma fee?

A: Diploma fees are not automatically charged to students accounts. The reason for this is, students are not required to receive a printed diploma. So, when you make your diploma payment through Self Service Banner, you need to contact the Business Office or the Graduation Office and let them know you have paid your diploma fee. This will allow the Business Office to charge out your diploma fee to the payment. This keeps you as the student from owing a balance on your account.

All graduates who wish to receive a printed diploma must pay the \$10 diploma fee. Payment for your diploma can be made at the Business Office on any campus or through Self Service using the steps below.

Login to your Self Service Account

Click Student Tab

Click Registration

Click Registration Fee Assessment

Click Submit under term

Click Pay Account

Click Pay Now type in the amount (ex: \$10.00)

Type in the account information, then continue.

Submit Payment

Email graduate@gadsdenstate.edu that the payment has been submitted along with your G#

Q: Do you have a checklist for the graduation ceremony?

A: Yes, Cap, Gown & Tassel (Purchase in the Bookstore)

Dress your best. Most students wear dress clothes or nice jeans. Wear nice shoes you can walk up and down stairs in. If you have honor cords you may wear them. (These are purchased through each Honor's Society, ex: PTK, NTHS, etc.) If you bring any personal items such as a purse, camera or phone, please leave it with someone or in your vehicle. Otherwise, plan to carry it with you. We do not have a way to secure student's personal items during the ceremony. Be on time: 5:15 pm to check in and sign up with the photographer.

Q: Do you have photographers at the ceremony?

A: Yes. Village Photographers will photograph every graduate as they cross the stage and receive their diploma. A posed individual photo will also be taken of each graduate as they exit the stage. Proofs of these photos will be sent by mail and e-mail to graduates and their families within one week of the ceremony. Print packages start at under \$10; however, there is no obligation to buy. To ensure that Village Photographers has the correct address information, please go to www.villagephotographers.com and click the blue "Sign up for Graduation Proofs" button. For additional information, contact Village Photographers at 334-821-9196 or at info@villagephotographers.com.

Q: When can I request my transcript with my graduation award on it?

A: Emails will send out after final audits are completed once grades post for that semester. Final audits can take up 2-3 weeks to finalize.

Q: Do I have to attend the ceremony?

A: No, whether you walk at the ceremony or not is completely your choice as the graduate.

Q: Will students receive diplomas at graduation ceremony?

A: No, student do not receive diplomas at the graduation ceremony. Final evaluations must occur before student diplomas can be printed.

Q: When will diplomas be ready?

A: Diplomas cannot be printed until final audits are completed. Final audits can take up 2-3 weeks to finalize, then an additional 2-3 weeks to receive the diplomas back from the printers.