

MISSOURI VALLEY COLLEGE – REGISTRAR’S OFFICE

DEPARTMENTAL APPROVAL FORM

This form is only good for the graduation date listed below. If your graduation date changes to a later semester, a new form must be completed and submitted to the Registrar’s Office. It is your responsibility to make sure all internship/practicum paperwork and/or transcripts from other institutions are in the Registrar’s office by the last day of classes of the term you plan to graduate.

Print name exactly as you wish it to appear on your diploma and in the commencement program:

First Name Middle Initial/Name Last Name Other (Jr., III, etc.)

Your hometown information will also be printed in the program, please indicate what you want listed:

City State Country

Official Graduation Date: [] December 2016 [] May 2017 [] August 2016

Degree – check one: [] Bachelor of Science [] Bachelor of Arts [] Bachelor of Fine Arts [] Bachelor of Science Nursing [] Associate of Arts [] Master of Arts

Major 1: Concentration, if applicable

Major 2: Concentration, if applicable

Minor:

Teacher Education Certification, if applicable:

Academic Advisor Signature Division Dean/Chair Signature

Do you plan to participate in the May graduation ceremonies? [] Yes [] No
Did you order your cap and gown online @ mygrad.herffjones.com? [] Yes [] No

You must clear the following offices:

Business Office Staff Signature

Financial Literacy Office (Ferguson G24) or Financial Aid Office (www.studentloans.gov) Staff Signature

Diplomas will be mailed 6 to 8 weeks following the last day of finals. Please indicate where you want your diploma mailed or you can pick it up:

[] I will pick up my diploma, please do not mail.
[] Mail my diploma to this address:

Street Address / PO Box City, State, Zip