

Office Use Only	
New Term	_____
Prev Term	_____
Status	_____
Processed by	_____
Date	_____

GRADUATION UPDATE

Complete this form if you have already completed a Graduation Application and need to **update graduation information** such as your **expected graduation term**, **Graduation Address** (aka: diploma mailing address) or if you have changed your **major or degree program** since applying to graduate. All other address changes should be made via Cougar Trail. Contact the department to initiate any major, minor or degree changes. Students are responsible to inform us of changes in their graduation information, promptly, using this form. Students may access their Degree Audit via Cougar Trail on the web at <https://cougartrail.cofc.edu/>. Please direct questions about graduation, diplomas or commencement to: Graduation@CofC.edu

Name _____ SID _____

Local Address _____ City _____ State _____ Zip _____

Local Phone _____ Work Phone _____

NOTE: GRADUATION NOTIFICATIONS WILL BE SENT TO YOUR COLLEGE OF CHARLESTON EMAIL ADDRESS (Edisto)

1st Major _____ Concentration** _____ Degree _____ Current Expected Graduation Year/Term*: _____
New Expected Graduation Year/Term*: _____

2nd Major** _____ Concentration** _____ Degree*** _____ Current Expected Graduation Year/Term*: _____
New Expected Graduation Year/Term*: _____

Minor(s) ** _____ (Minors must be finished in the same term as the major)

** If applicable

* Choose from these graduation terms: **Spring (1)** / **Maymester (2)** / **May Evening (3)** / **Summer I Day (4)** / **Summer Evening (5)** / **Summer II (6)** / **Fall (7)**

DIPLOMA & GRADUATION FEE INFORMATION

The name on your diploma must match your name as it appears currently on your academic records. If you wish to change the way your name appears on your diploma (such as adding your full middle name or a suffix) and transcript, you must contact the Graduation office (Graduation@CofC.edu) or complete the *Student Name Change* form. **This form is NOT a name change form.** Changes must be made prior to the diploma order to avoid an additional fee. The Graduation Fee (\$25/\$33*) should have been paid in the Treasurer's Office when you submitted your initial graduation application regardless of whether or not you plan to participate in a ceremony. Graduation fees that have not been paid will result in a hold on your student record. See our website for more information about the graduation fee and diplomas.

* Additional \$8 applies if 2 diplomas*** -- Fees subject to change without notice.

 *** See our website (URL below) for NEW information on earning a second *Baccalaureate Degree*

GRADUATION ADDRESS

The Graduation Address should be an address where you can receive mail after graduation. This is where your **diploma will be mailed** if not picked up. Please include a phone number. **NOTE: You can NOT update your Graduation Address via Cougar Trail!**

Street Address _____

City _____ State _____ Zip Code _____ Phone # (____) _____

 **Please be aware that participation in commencement does NOT equal graduation** 

This form is to **update** your Graduation Application information only. Information about Commencement is available at the following websites:

Graduation, Commencement & Diploma information is provided at: <http://www.cofc.edu/~register/graduation.htm>
Detailed Commencement & Senior Event information is provided at: <http://www.cofc.edu/~seniorinfo/>

SIGNATURE: _____ **DATE:** _____
(Required)