

Commencement Attendance Questionnaire

UMD Departmental Masters Degree

Submit your completed *Application for Degree* form along with this questionnaire.

Submit this questionnaire by **February 1, 2010** and your name will appear in the *Spring 2010 Commencement Program*, even if you are not attending the ceremony. If you return forms after February 1, 2010, your name will appear in the *Spring 2011 Commencement Program*. This information will be used to plan commencement seating. It is our only record of your participation in the ceremony.

Complete this form in Adobe Reader software, not a Web browser, to ensure the privacy of your information. Place the cursor in a field and type. Print a copy to add the required signature(s) in blue or black ink.

Return this form on campus to:

Student Assistance Center
23 Solon Campus Center

or mail it to:

Office of Financial Aid and Registrar
University of Minnesota Duluth
1049 University Drive
Duluth MN 55812-3011

E-mail: umdhelp@d.umn.edu

Fax: 218-726-6144 **Phone:** 218-726-8000

Student information			
First name	Middle name	Last name	
Student signature		Student ID number	
Please check one	<input type="checkbox"/> I plan to attend Commencement, Thursday, May 13, 2010.		
	<input type="checkbox"/> I do not plan to attend Commencement. <i>If you change your mind regarding participation, complete a new questionnaire by February 1, 2010.</i>		
Please provide prior degree information, to be listed in the Commencement Program.			
Prior degree(s) (B.A., B.S., etc.)	Name of institution where degree was received	Year degree received	
Complete sections below only if you are attending Commencement.			
Current mailing address			
Street		City	State Zip Code
Phone		E-mail	
College	Degree	Indicate any special, disability-related seating arrangements you may require.	
<input type="checkbox"/> CEHSP	<input type="checkbox"/> M.Ed. <input type="checkbox"/> M.SpEd.		
<input type="checkbox"/> CLA	<input type="checkbox"/> M.A.P.L.		
<input type="checkbox"/> SCSE	<input type="checkbox"/> M.E.H.S.		
To help us pronounce your name correctly, please write a phonetic spelling of your name.			
Are you an international student? <input type="checkbox"/> No <input type="checkbox"/> Yes—from what country? _____			
If "Yes," and you have family who will be coming from out of the country, please list them below.			

Name	Relationship to you	Country

APPLICATION FOR DEGREE

Submit this application to your campus registrar's office. Diplomas are mailed **two to three months** after graduation. If you have not received your diploma after three months, please contact the appropriate office listed below. If you want your diploma mailed **outside the United States, Canada, or Mexico**, submit \$5 for postage.

1. ID number	name as it is to appear on the diploma (see instruction sheet) please print clearly		
	first	middle	last
current mailing address (street, city, state, Zip code) to which graduation information should be mailed			
diploma mailing address (street, city, state, Zip code, country) to which diploma should be mailed (in 2-3 months)			
daytime phone number	e-mail address		
_____ - _____ - _____			
hometown, state, and country (if foreign) as you want it to appear on the commencement program (Crookston, Duluth, Morris only)			

2. desired term and year of graduation (check one)			
<input type="checkbox"/> fall	<input type="checkbox"/> spring	<input type="checkbox"/> May session	<input type="checkbox"/> summer
			year _____

3. college of graduation (e.g., CLA)	5. major(s)	minors(s)
	(1) _____	(1) _____
4. degree (e.g., B.A., B.C.E.)	(2) _____	(2) _____

6. Have you applied for and been accepted for a major or minor in another college?	7. major	minor
<input type="checkbox"/> no <input type="checkbox"/> yes		
If yes, what college? _____		
Fill in question 7 and proceed to question 8. (If no, you cannot declare additional major/minor.)	If you are applying for a <i>second degree</i> (not a second major), you will need an additional application. Refer to the instructions on the front of this form.	

8. Will you complete all coursework for all majors or minors by your semester of graduation?	
<input type="checkbox"/> yes <input type="checkbox"/> no	If no, please indicate major or minor to be completed and expected term of completion: _____

9. student signature	date signed

for office use only		
date received/initials	confer date	processed by
backdate term	honors: <input type="checkbox"/> summa <input type="checkbox"/> magna <input type="checkbox"/> cum	
	<input type="checkbox"/> high distinction <input type="checkbox"/> distinction	
_____ applied row _____ DCBD _____ + DCAN _____ - DCAN _____ term activ		

APPLICATION FOR DEGREE

Use this application to apply for graduation. Follow the instructions carefully. When completed, submit this application to the Registrar's office on your campus. Graduation, when used in this application, refers to the granting of your degree—it does *not* refer to commencement ceremonies. Contact your college office for commencement information. NOTE: If you are applying for more than one degree, each degree must be submitted on a separate application.

Personal information:

1. Fill out this section carefully and please **print clearly**. If you do not know your ID number, indicate your social security number. Print your name as you want it to appear on your diploma. (*NOTE: If you are requesting a diploma name that differs significantly from the name on your record, you must submit documentation. Contact the Registrar's office on your campus for information.*) If your diploma mailing address changes after you submit this form, contact the Registrar's office on your campus to update the address.

Term of graduation:

2. Meet with your adviser, if necessary, to determine the term during which you will have completed requirements for graduation. List that term in this section. Do not set a term that is unrealistically early—failure to complete requirements by the term you have listed may prevent future financial aid.

Major or minor in college of enrollment:

3. Indicate your college of enrollment (CLA, IT, CCE, for example).
4. Indicate the degree you are pursuing in your college of enrollment (B.A., B.S., B.C.E., for example).
5. List the major(s)/minor(s) for this degree (History major, English minor, for example).

Major or minor in a second college:

6. This section is for students who have been accepted for a major or minor from a *second* college. (If you have **not** been accepted for a major or minor from a second college, skip to question 8.) *NOTE: In order to declare a major or minor in a second college, you must have gone to the second college and made a formal application by filling out a program form; once the second college has approved your program form, they will notify your home college. List the second college here.*
7. List the major(s)/minor(s) for which you are accepted in this second college

Coursework completion:

8. Indicate when you expect to complete all coursework for any additional majors and/or minors. **If you do not finish within one year of this application, you will need to reapply by filling out a new Application for Degree form.** (*NOTE: Duluth students must complete all requirements for both majors and minors before degrees are awarded.*)

Signature:

9. Sign and date the form. Submit the form to the Registrar's office on your campus. See addresses below. (Twin Cities CLA students submit forms to 49 Johnston Hall.)

Diplomas: Diplomas are mailed two to three months after graduation. If you have not received your diploma after three months, please contact the Registrar's office on your campus. If you want your diploma mailed outside the United States, submit \$5 for postage with this application. *NOTE: It is your responsibility to review your record for holds. Financial holds (e.g., Student Accounts Receivable, student loans, library fines) will block the mailing of your diploma. When you satisfy your financial obligations to the University, and your holds are released, notify the Registrar's office. Your diploma will then be mailed to you.*

Registrar locations:

**Office of the Registrar
One-Stop Stu Serv Ctr**
170 Owen Hall
U of Mn—Crookston
2900 University Avenue
Crookston, MN
56716-5001
(218) 281-8548
fax: (218) 281-8050

**Office of Financial
Aid and Registrar**
23 Solon Campus Center
U of Mn—Duluth
Duluth, MN
55812-3000
(218) 726-8000
fax: (218) 726-8219

Registrar's Office
212 Behmler Hall
U of Mn—Morris
Morris, MN
56267-2134
(320) 589-6030
fax: (320) 589-6025

**Office of the Registrar
One Stop Stu Serv Ctr**
200 Fraser Hall
106 Pleasant St SE
Minneapolis, MN
55455
612-624-1111
fax: 612-625-3002

**Office of the Registrar
One Stop Stu Serv Ctr**
130 Coffey Hall
1420 Eckles Ave
St Paul, MN
55108-6054
612-624-3731
fax: 612-624-4943

**Office of the Registrar
One Stop Stu Serv Ctr**
130 WB Skyway
219 19th Ave S
Minneapolis, MN
55455-0427
612-624-1111
fax: 612-626-9129