

What do you need to do before applying for Graduation?

- **Fulfill all outstanding obligations:** Holds will prevent you from applying for graduation online, receiving a transcript and/or a diploma. These include, but are not limited to:
 - Athletic holds
 - Bursar Office holds
 - Housing fees
 - Library late fees
 - Parking tickets
- **Complete Financial Aid Exit Counseling:** If you received loans while you were enrolled at Middle Georgia State University (MGA), you must complete Exit Counseling. This must be done whenever you cease enrollment or are no longer enrolled at least half-time or meet any of the criteria listed above. Here is how to complete Exit Counseling on the web:
 - Sign on to www.studentloans.gov
 - Click on “Complete Counseling”
 - Click on “Start Exit Counseling”
 - Upon completion of the counseling session, confirmation of your completion is automatically sent to the MGA Financial Aid Office
- **Meet all Degree Requirements:** In order to graduate, you must meet all degree requirements as listed in a single Middle Georgia State University catalog. Choose any catalog less than 5 years old beginning with the catalog you’ve used during your studies here.
 - **Seeing an advisor** each semester will help you stay on track
 - Re-Admittance or Change of Major circumstances: If you stop attending and are subsequently readmitted to MGA or if you change major, your matriculation catalog is reset to the year of readmission or change of major. **You must have attended at least one term under your chosen graduation catalog.**

Applying for Graduation

- **Apply at least two full semesters before term of completion.** Failure to complete an application for a degree or certificate at least two semesters in advance may prevent graduation in the anticipated term. Students who do not complete an application until the published application deadline may not be able to resolve deficiencies discovered in the degree audit for that term.
- **Meet all deadlines:** Including graduation application and cap and gown order deadlines. Resolve deficiencies (petitions, course substitutions, and history and constitution requirements). Failure to do so can cause you not to graduate in a timely manner.
- Go online to SWORDS account and apply <https://www.mga.edu/technology/services/banner.php>
 - The first term the online application asks for is the curriculum term.
 - Choose a term, then click submit. You will be asked to choose a graduation term a few steps later.

- Check your SWORDS account to confirm the spelling of your legal name (the name on file) and your correct mailing address; update here https://www.mga.edu/registrar/docs/Change_of_Record.pdf if change is necessary.
- There is an application fee: Undergraduate Student - \$35; Graduate Student - \$50
 - To pay online, go to <https://www.mga.edu/technology/services/banner.php> for secure login to your SWORDS account.
 - After successful login, select the Student tab and click the "Pay Now" link.
 - You are then redirected to the Middle Georgia State University ePayment window. If guidance is needed, click the "help" menu item for a listing of available topics.
- **If you do not graduate in the semester in which you applied, you must submit a new graduation application** (No additional application fee).

What happens after you apply for Graduation?

- When you apply online via SWORDS, the graduation application is retrieved by the Graduation Coordinator in the Office of the Registrar, who will then begin the auditing process.
 - Associate Degrees:
 - Audits are processed in the Office of the Registrar within 2-4 weeks by the Graduation Coordinator
 - Bachelor & Master Degrees
 - Audits are processed in the Office of the Registrar within 4-6 weeks and audits are dispersed to each academic department for review
 - Second Degrees (only if the first degree was received at MGA):
 - For both Associate and Bachelor Degrees, a Second Degree Application is completed by the Graduation Coordinator in the Office of the Registrar and dispersed to each department for review
 - Once reviewed by the Department, the Second Degree Application is returned to the Graduation Coordinator in the Office of the Registrar
 - Allow 4-6 weeks for processing
- The MyDegree audit will indicate if anything is missing or if you are on track to graduate. Please review your audit often in MyDegree for any changes.
- Graduation Coordinator will email you a letter requesting you to review your audit on MyDegree once your degree audit is complete.
 - To view MyDegree in SWORDS:
 - Once logged on to your SWORDS account, go to "student", and then click on "MyDegree" to view completed audit
 - If any issues, contact the Graduation Coordinator (yulonda.banks@mga.edu) or the Student Success Coordinator (lakeshia.nelson@mga.edu) in the Office of the Registrar
- Graduation Coordinator will send emails to student email addresses only concerning the Knight's GradFest, graduation ceremony, and guest tickets.

How to prepare for the Graduation Ceremony

- Order Caps and Gowns online via the Campus Store (campusstore@mga.edu)

- It is your responsibility to ensure that you have proper regalia to participate in the commencement ceremony
- You are not allowed to walk across the stage without a cap and gown
- For students, no regalia outside of MGA's can be worn in the commencement ceremony.
- You must place your order before the designated deadline given by the Campus Store
- **Knight's GradFest:** This exciting event typically takes place in October and April each year and serves as a graduation one-stop shop. At GradFest you can:
 - Check your graduation status
 - Pick up your cap and gown if ordered early
 - Order class ring
 - Purchase graduation announcements
 - A professional photographer will be on hand to take photos of you in your cap and gown
 - Enjoy complimentary refreshments
- All guests must have tickets to enter the graduation ceremony. Guests without tickets will be instructed to go to the designated overflow room based on availability.
 - Tickets are available for pick-up at the Office of the Registrar on both the Cochran and Macon Campus during a specified time for both Spring and Fall graduation ceremonies. More information regarding exact dates of when to pick up tickets will be sent to your MGA email.
- **BE ON TIME**
- **Diplomas are not distributed at the graduation ceremony**
- All diplomas will be mailed to the address on file approximately 8 weeks from the last final exam date. Please verify your address is correct prior to graduation. You may make changes here <https://www.mga.edu/registrar/student-resources/address.php> if necessary.

Recap:

- You must fulfill all outstanding obligations: Clear holds & complete Financial Aid Exit Counseling
- You should meet with your advisor to ensure you are on track to meet your program's academic requirements
- You must **APPLY 2 SEMESTERS EARLY** for graduation (pay application fee)
- Order your cap and gown **EARLY** (if participating in graduation ceremony)
- Attend graduation ceremony if indicated participation on graduation application
- Time to celebrate! You are now MGA alum!