

CAMPBELL
UNIVERSITY
REGISTRAR'S OFFICE

February 1, 2017

Greetings Potential Graduation Candidate!

This letter is to provide instructions for the May 2017 Main Campus Undergraduate graduation application process. Page 2 of this document is the Graduation application form.

Please follow the steps below to fill out and submit the graduation form:

1. When you initially click the PDF it will open in your default internet browser. Once it does this you will need to open it in Adobe Reader. In most cases your browser will prompt you to 'open with a different viewer'. Please click this and select 'Adobe Reader'. If you do not have Adobe Reader you may download it for free from the Adobe Acrobat website. This PDF must be opened in Adobe Reader or you will have issues saving and sending the document.
2. Upon opening the document in Reader you should be able to fill in the form's fields starting with the phone, email, Campbell ID.
3. Once you have filled out the form, click the signature box to digitally sign the form. You may use a file that you have already created or create your own in Adobe. If you choose to create your own, the program software will walk you through the process to create a digital signature in Adobe. To create a digital signature you will only need an email address and to create a password.
4. Once you have created the signature it will ask you to save the document to your computer. Please save the title of the document as follows:
 Firstname.lastname
 If your name is Jane Doe you will save the document as Jane.Doe The software will automatically assign the '.pdf' to the end of the document.
5. Once your document is saved under your name on your computer, email the document, as an attachment, to mclambm@campbell.edu Please put 'GRADUATION APPLICATION' in the subject line.
6. We will not be accepting any handwritten scans or physical forms of this document.
7. Once Ms. McLamb has received your document, and there are not issues with it, she will email you a notification of receipt.

If you have any questions please feel free to contact Ms. Melissa McLamb in the Registrar's Office.

Respectfully,

Melissa A. McLamb

University Associate Registrar

Campbell University

CAMPBELL UNIVERSITY

MAIN CAMPUS UNDERGRADUATE APPLICATION FOR GRADUATION

Phone: _____

Campbell ID: _____

Email: _____

I hereby request an order be placed for a Diploma for the Degree of (Please select one):

Associate of Arts

Bachelor of Arts

Bachelor of Applied Science

Bachelor of Social Work

Bachelor of Health Science

Bachelor of Science Engineering

Bachelor of Business Administration

Bachelor of Science Nursing

Bachelor of Science

With a Major in: _____ and Major in (for double majors): _____

With a Concentration or Specialization in (for example: *pre-law, pre-prof, music composition, etc.*): _____

With a Minor(s) in: _____

To be awarded in (*please select one*): AUGUST DECEMBER MAY Year: _____

Participation (*walking in the ceremony-please select one*): NO YES (*Please note: August Graduates walk in December*)

Name I wish to have printed on the Diploma (NOTE: Name must be PRINTED below and will appear EXACTLY the same on Diploma):

(Please Print Legibly)

(My Academic Advisor)

Please use the following mailing address for information regarding the graduation audit, rehearsal, ceremony details, placement or other pertinent information as needed. (NOTE: All official communication from the Registrar's Office will go to your student Campbell University email).

I understand that this mailing address will be used to mail diploma should I apply late, to add honors or re-print the diploma for any reason:

(Route, Street, or Post Office Box No.)

(Town or City) (State) (Zip Code)

City/State I would like printed adjacent to my name in the Program: _____ / _____

We respectfully request the following information in the event one of your family members is asked to participate in your graduation ceremony:

Father's Occupation: _____

Mother's Occupation: _____

Spouse's Occupation: _____

By signing below, I agree and understand that if for any reason I DO NOT graduate on the above date, I will need to complete another Application for Graduation to assure that I will have a diploma and that my graduation details will be correct on my transcript of record.

Date: _____

Signature: _____