

Must READ: Information about Graduation Application

Please READ the following information listed as it will ensure proper completion of the graduation application:

Please check to make sure this is your correct academic program – displaying the correct Degree, Major, and Minor (if applicable). If any information is incorrect, please contact the Registrar’s Office (registrar@wju.edu)

Selected Program	Degrees	Certificates	Catalog	Majors	Minors	Date Applied
MBA.MBA M.B.A. - Business Administration	MBA		1999	MBA		

* Students with multiple majors and minors should contact the Registrar’s Office (registrar@wju.edu) to be sure the proper information is accurately listed in the database

Name on diploma*

Mr. Chad R. Carter

Your official name from our database automatically defaults into this box. **We recommend adjusting this listing by at least removing the title “Mr.” or “Miss.”** Please enter your preferred name exactly as it should appear on your diploma and in the Commencement Program. PLEASE BE SURE YOU HAVE TYPED YOUR NAME CORRECTLY.

Diploma Mailing Address

1975 Highland Lane

City* Wheeling

State* West Virginia

Zip* 26003

Country

Please list an appropriate address for us to use in the sending your diploma. All diplomas are sent via first-class US mail and will arrive approximately one month after graduation. The country field needs completed only when the mailing address is outside of the USA.

Please review the information in the chart below carefully before completing these four fields:

Anticipated Graduation Term*

Commencement Participation*

Commencement Date*

Program Completion Date

Anticipated Graduation Term	Commencement Participation	Commencement Date (date degree is to be conferred)	Program Completion Date
2009 Fall	Option to participate in May 2010 ceremony	12/31/09	12/19/09
2010 Spring	Option to participate in May 2010 ceremony	05/15/10	05/11/10
2010 Summer	Option to participate in May 2010* OR May 2011** ceremony	08/31/10	08/31/10

**Students who plan to graduate by August 31, 2010 and are no more than two courses short of meeting their degree requirements after the completion of the Spring 2010 semester may participate in the May 2010 Commencement Ceremony by petitioning your departmental Dean.*

*** Only August 2010 graduates have the option of choosing to participate in the following year's Commencement ceremony to be held in May 2011 (the specific date will be announced soon).*

Application Deadlines:

- December 2009 graduates must apply by **November 2, 2009**
- May and August 2010 graduates must apply by **December 7, 2009**

- Applications received after these respective deadlines will be charged a late fee of \$150

- NO Graduation Applications will be accepted after the Graduation Fair to be held in March 2010.

This application will only be valid for the graduation date which you will indicate; if circumstances prevent you from graduating in the term you have specified, you must **REAPPLY** by submitting a new application.

Please enter an email address – you will receive a confirmation email that you have applied for graduation.