

**Instructions for Completing Your  
Application for Degree**  
[www.randolphcollege.edu/registrar](http://www.randolphcollege.edu/registrar)

**General Education and Diploma Information**

- From the web site, select *Applying for Graduation*. Select *Application for Degree and General Education Requirements*. Select the year you entered Randolph College and print the form.
- Enter your name exactly as you want it to appear on your diploma, using upper and lower case letters
- Enter your hometown and state exactly as you want it to appear in the Commencement program.
- Enter the year and month of your anticipated graduation.
- Circle the degree information (B.A., B.F.A., or B.S.).
- Enter your major(s), with emphasis if applicable.
- Enter your minor(s), if applicable.
- Enter the name of your advisor(s).
- Circle or write in the courses that you have completed successfully, or that you plan to take, that meet the requirements of the General Education Program.
- If exempt in writing or foreign language, write exempt.
- If using transfer courses or advanced standing work, write the course, as it appears on your transcript, in the appropriate column.
- Sign and date this form in the spaces provided at the bottom. Also have your advisor sign.

**Major Program Requirements**

- From the web site, select *Applying for Graduation*. Select *Major Program Requirements*. Select your catalog year for your major (this is when you declared your major or later). Select the major you are pursuing and print the form.
- Fill the form out completely making sure to write in the **course selected**, **the semester of enrollment**, and **the grade** for each requirement listed. Enter the semester in which you plan to take any courses you still need to complete.
- If using transfer or advanced standing work, write the course, as it appears on your transcript, in the *Course Selected* column. Enter grades for these courses only if they appear on your transcript.
- Have your major advisor sign and date the form.

**Minor Program Requirements**

- From the web site, select *Applying for Graduation*. Select *Minor Program Requirements* and print the form.
- Fill the form out completely making sure to write in the **course selected**, **the semester of enrollment**, and **the grade** for each requirement listed. Enter the semester in which you plan to take any courses you still need to complete.
- Total your hours and obtain your minor advisor's signature.
- **If you have not declared your minor, have your advisor sign both “For Declaration” and “For Application”.**

**Other Information**

- Make sure you have completed a total of at least 124 hours.
- Courses completed as “elective hours” should not be listed.
- After obtaining all of your signatures, return the completed forms to the Office of the Registrar.

***If you change the courses you are planning to take, please notify the Registrar’s Office so your Application can be updated.***