

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:** Since you received loan funds while you were enrolled at Middle Georgia State University, 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 you may 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 deadline dates:** including graduation application deadline, cap and gown order deadline. Resolve deficiencies (petitions, course substitutions, 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 online.
 - https://goose.mga.edu/pls/COMB/twbkwbis.P_WWWLogin
 - 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 current name and make sure we have your correct address.
- There is an application fee: Undergrad Student - \$35; Graduate Student - \$50
 - To pay online, go to <https://goose.mga.edu> 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 for, 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 Coordinators in the Office of the Registrar. They will then begin the auditing process.
 - Associate Degrees:
 - Audits are processed in the Registrar's Office within 2-4 weeks by the Graduation Coordinators
 - Bachelor Degrees
 - Audits are processed in the Registrar's Office within 4-6 weeks (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 Coordinators in the Registrar's Office and dispersed to each department for review
 - Once reviewed by the Department, the Second Degree Application is returned to the Graduation Coordinators in the Registrar's Office and then mailed to the student
 - Allow 4-6 weeks for processing
- Graduation Coordinators will ask the departments to review the MyDegree audit to make sure you are on track to graduate.
- The MyDegree audit will indicate if anything is missing or if you are on track to graduate.
- Graduation Coordinators will mail you a copy of their MyDegree audit.
 - As a convenience to you, you may view your MyDegree audit on your SWORDS account once degree audits are completed.
 - To view MyDegree in SWORDS:
 - Once logged on to your SWORDS account, go to "student", and then click on "MyDegree" to view update audit
 - If any issues, contact the Graduation Coordinators in the Office of the Registrar
- Graduation Coordinators will send emails (student email only) concerning the GRAD Finale, graduation ceremony and tickets.

How to prepare for the Graduation Ceremony

- Order Caps and Gowns online via the Campus Store (bookstore.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.
- **Grad Finale:** This *exciting event* typically takes place in October and March each year and serves as a "Graduation One-Stop Shop". At Grad Finale 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 of your 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 Registrar's Office 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**
- If you choose not to participate in the graduation ceremony, your diploma will be mailed to your address on file.

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 participating in Graduation Ceremony)
- Time to celebrate! You are now MGA alum!