

**APPLICATION DEADLINE:**

Complete application form with your academic advisor. All information is required. **Incomplete applications will not be accepted and will be returned to the academic advisor. (TYPE ALL INFORMATION).**

Name: \_\_\_\_\_ First Middle Last Suffix Banner ID: \_\_\_\_\_  
**(As you would like it to appear on diploma)**

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

ACES E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Are you a member, reservist or veteran of the United States Military? \_\_\_\_\_ Last Term Attended: \_\_\_\_\_  
 Non-Enrolled/Inactive Student Policy F.6.4-Auto Credential SGASTDN Consent Reverse Transfer Auto Degree

Are you currently employed? \_\_\_\_\_ Do you need assistance with career services in: \_\_\_\_\_ Job or Internship Search Interview Preparation  
 Resume & Cover Letter Writing No, I do not need assistance.

Degree Type: \_\_\_\_\_ Concentration Code: \_\_\_\_\_

FOS/Major: \_\_\_\_\_ Catalog Year: \_\_\_\_\_

Alamo Institute/Program: \_\_\_\_\_ CCRSM (for High School Programs use only): \_\_\_\_\_

**GRADUATION CHECKLIST (All items must be completed):**

- |                                                                                                  |                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Meet with your advisor to complete an official GPS degree audit.                                 | <b>Intent to Graduate in ACES:</b><br>1. Log into your ACES account.<br>2. Click on Student Tab.<br>3. Click on Web Services.<br>4. Click on Student.<br>5. Click on Student Record.<br>6. Click on Intent to Graduate. |
| Attach a copy of your GPS degree plan or transfer plan to the Application.                       |                                                                                                                                                                                                                         |
| Submit ALL official documentation (Transcripts, CLEP, Military Credit if applicable).            |                                                                                                                                                                                                                         |
| Meet Residency: 25% of the degree coursework must be completed at PAC.                           |                                                                                                                                                                                                                         |
| Have a cumulative institutional 2.0 GPA or higher and be in Good Academic Standing.              |                                                                                                                                                                                                                         |
| Verify TSI Status.                                                                               |                                                                                                                                                                                                                         |
| Apply for Intent to Graduate on-line via ACES, <b>if applicable</b> . Follow the steps provided. |                                                                                                                                                                                                                         |

**The Graduation Ceremony is held once a year in the Spring. It is important that you check your ACES e-mail for official information and updates. Participation in the ceremony does not ensure you have completed your degree requirements.**

**\*Diplomas will be mailed to the address listed above 8-10 weeks after the end of the semester.**

Do you wish to participate in the graduation ceremony? YES NO

If yes, your cap and gown will be ordered free of charge. Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Students with disabilities attending the ceremony can request reasonable accommodations through the Student Accessibility Services office at 210.486.3020. A 72 hour advance notice to arrange accommodations is required.

**Required Signatures**

I \_\_\_\_\_ understand that if I fail to meet the above requirements, my graduation can be delayed or postponed until the next-conferring semester.

(Pertains to Graduation Commencement Deadline Only)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Students consent via email is acceptable; Please attach to Graduation Application

Advisor Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

**For Graduation Office Use Only: DO NOT WRITE BELOW THIS LINE.**

Semester: \_\_\_\_\_ Reviewed: \_\_\_\_\_ Database: \_\_\_\_\_ SHADEGR: \_\_\_\_\_ SHAGAPP: \_\_\_\_\_ SGASTDN: \_\_\_\_\_  
 GPA: \_\_\_\_\_ Hours Enrolled: \_\_\_\_\_ Lacking Course/Substitution: \_\_\_\_\_  
 Residency: Yes No Hours Lacking: \_\_\_\_\_ Notes: \_\_\_\_\_  
 Holds: \_\_\_\_\_ Complete: \_\_\_\_\_

**Submit completed Graduation Packet to the office of Admissions and Records located in Rio Grande, Room 105.A.**