GATEWAY SEMINARY
Biblical • Missional • Global

Office of the Registrar 3210 E. Guasti Road • Ontario, CA 91761
909.687.1468 (phone) • 909.687.1593 (fax)
registrar@gs.edu

Graduation Application

Student Information

Legal First Name: _____ Middle Name: _____ Last Name: _____
(Do not use Nicknames or preferred names)
ID #: _____ Email: _____ Phone: (____) _____
Address: _____ City: _____ State: _____ ZIP: _____-_____

I am a student at: ☐AZC ☐BAC ☐ONLN ☐ONT ☐PNWC ☐RMC

Write your name **EXACTLY** as you want it to appear on your diploma:

_____

Please type or print clearly. Do not use ALL upper case letters; names will appear in mixed upper and lower case. We cannot print titles or degree names (e.g. Ph.D., M.D., Rev.) as a part of the name line on the diploma.

GRADUATION SURVEY CONFIRMATION (GSC) NUMBER: _____ **T-Shirt Size**: _____
To obtain your GSC number, you must complete the Graduate Exit Survey (please refer to the next page for the survey link).

I reasonably expect to have all of my degree requirements complete by the end of the semester indicated below. I have read the attached information page and understand all information therein.

Signature: _____ **Date:**_____

Degree Information

I will complete all my GS degree/diploma requirements at the end of 20_____

☐Fall Term ☐Spring Term ☐Summer Term

Diploma:
☐DPBC ☐DPCC ☐DPDIV ☐DPEL ☐DPGE
☐DPME ☐DPTE ☐DPTS
Other: _____

Master's Degree:
☐MACC ☐MBC ☐MBTS ☐MGE ☐MME ☐MTE ☐MTS
☐MAEL Concentration: _____
☐MDIV Concentration: _____
☐MTS Concentration: _____
Other: _____

Advanced Graduate Degree:
☐THM ☐PHD ☐DMIN

Project/Thesis/Dissertation Title:

Program Information

Do you plan to attend the graduation ceremony?
☐YES ☐NO (I will be graduating *IN ABSENTIA*)

If Yes, I would like to participate in:
☐Fall, 20_____ (ONT Only)
☐Spring, 20_____ (☐AZC ☐BAC ☐ONT ☐PNWC ☐RMC)
*If you would like to participate in a ceremony prior to finishing all your degree requirements, you must complete the EXCEPTION TO GRADUATION POLICY form.

Your HOME STATE or COUNTRY: _____

Previous degrees (bachelors and above) and college/university where earned:

Additional Information

☐ I understand that my diploma will not be mailed to me until I complete all degree/diploma requirements. I will not receive a diploma before the degree conferred date.

☐ I understand that official transcripts for transfer credit must be submitted to the Registrar's Office no later than 60 days before graduation or my graduation will be canceled.

_____ (initial)

REGISTRAR OFFICE USE ONLY
Date processed: _____ Initials: _____ Late/Change Fee: ☐ Yes ☐ No

GRADUATION FAQ PAGE

When and where do I turn in the completed form?

Students must submit a complete application before the end of their campus' semester preceding their final semester (end of the fall semester for spring graduation; end of the spring semester for fall graduation. PHD, THM, and DMIN need to submit the graduation application by the final day of the ONT semester on the academic calendar). Ontario students can turn the form into the Registrar's Office. Regional campus students should submit the completed form to their respective regional campus administrative office. DMin students should submit the form to the DMin Office. Incomplete forms will not be processed and the student will be notified.

How do I obtain my GSC number through the Graduate Exit Survey?

As part of the graduation application process, all graduate candidates for all degrees (except ADVANCE) are required to provide the seminary with critical exit information and evaluation. This web-based private survey focuses on key demographic information, future ministry prospects, and opportunity for graduate reflection. Completion of the survey (roughly 18 to 25 minutes) provides you with the necessary Graduation Survey Confirmation (GSC) number to complete your Graduation Application. **Graduation applications must include this GSC number.**
https://haven.gs.edu/ICS/Academics/Graduate_Exit_Survey.jnz

I missed application deadline, can I still graduate?

Yes, there is a late application period that extends until the last day to drop for the semester. You can still graduate; however, late applications are subject to a late fee and any change to the application once it has been accepted and processed (i.e. diploma ordered) by the Registrar's office is also subject to a fee per change. No changes are accepted within 8 weeks of graduation date. Consult the fees and expenses section of the current GS catalog for the current fee.

Is there a fee for graduation?

A graduation fee will be posted to your account when you are approved for graduation (two weeks after late application due date – please see current academic calendar for exact date). This fee applies whether or not you plan to attend Commencement ceremony and it is in addition to the regalia rental fee (see below). The fee is due no later than the Wednesday before graduation. Consult the fees and expenses section of the current GS catalog or contact the Business Office for the current fee.

How will I know if I have completed my degree requirements?

The Registrar's Office will complete a graduation check of your academic record at GS. After this check is complete, you will be informed of the result via the email address you submit with your graduation application. This will be sent to you no later than the beginning of your graduation semester in order to give you the opportunity to enroll in any course that may be lacking. **This only applies to students who submit their application by the deadline**.

What about the regalia (Cap, Gown, or/and Hood) for graduation?

You will need to order the appropriate regalia for your degree after receiving the graduation audit memo (Regional campus students should contact the regional campus office first). All grads can pick up their caps and gowns at one of the respective regional campus administrative office or at Student Services the week of graduation. All caps, gowns and/or hoods will be returned after the ceremony. The rental fee is payable at the time of ordering.

When will I get information about the graduation ceremony?

The Student Services Office or your regional campus office will send you a graduation packet 6-8 weeks prior to the ceremony. This packet will contain information about rehearsal, graduate luncheon, pictures, etc. If you have not received this packet four weeks prior to the ceremony, please contact the Student Services Office or your regional campus office.

What if I can't attend the graduation ceremony?

All students are expected to attend the commencement exercises. Permission to graduate in absentia is granted upon submission of REQUEST FOR EXCEPTION TO GRADUATION POLICY form and approved by the Vice President for Academic Affairs. Your diploma will be mailed to you after all grades have been posted for the semester.

I still have a balance at the Business Office. When does this have to be paid?

All financial obligations to GS must be paid no later than the Wednesday prior to graduation. This includes any library obligations (including fines, overdue books and checked-out materials), tuition and fee charges and the graduation fee. No student will be permitted to participate in the commencement ceremony and/or receive diploma if he/she has an outstanding balance at the Business Office.

What if I fail a class during my last semester or have to withdraw my name from the graduation list?

In rare cases, students who fail a class during their final semester may receive permission to participate in the commencement ceremony if they have made arrangements to re-take the failed classes during the next term.

If for any reason you cannot graduate at the end of the semester (other than failing a class) indicated on the application, you must notify to cancel and submit a new graduation application form for any subsequent graduation. There may be a cancellation fee of $20. Please check with the registrar's office.

I have questions about graduation. Who do I ask?

- Questions about the grades, transcripts, diplomas or graduation clearance can be directed to the Registrar's Office at 909.687.1468.
- Questions about the graduation ceremony can be directed to the Student Services Office at 909.687.1451 or your regional campus administrative office.