



Office of the Registrar
 Rains Hall
 T: 706-446-1430
 Email: gradapp@augusta.edu

Summerville Certificate Application

Certificate applications are due to the Registrar's Office by Fall Midterm **BEFORE** completion of requirements for Spring applicants, and by Spring Midterm **BEFORE** completion of requirements for Summer and Fall applicants. Part 1 must be completed by the student and taken to the department of their certificate. The department will complete Part 2 of this form. The form must be officially submitted to the Registrar's Office for final processing.

PART 1

Name: _____	Student ID: _____
Current Mailing Address: _____ <small>Street Address</small>	Diploma Mailing Address: _____ <small>Street Address</small>
_____ <small>City State Zip Code</small>	_____ <small>City State Zip Code</small>
Phone Number: _____ <small>Cell Home</small>	Email Address (after graduation): _____
Certificate: _____	Program Completion Term: _____
Certificate Name: _____	
<small>Print name as you want it to appear on your certificate.</small>	
*Your Certificate Name must match your legal name in POUNCE. If necessary, submit your name change to the Registrar's Office.	
Student Signature: _____	Date: _____

Certificate applications are due to the Registrar's Office by Fall Midterm **BEFORE** completion of requirements for Spring applicants, and by Spring Midterm **BEFORE** completion of requirements for Summer and Fall applicants. Part 2 must be completed by the department. Once the form has been completed and signed, the form must be officially submitted to the Registrar's Office for final processing. Please attach a departmental tracksheet listing all coursework being used to fulfill certificate requirements, along with any exceptions to certificate requirements not previously applied to JagTrax.

PART 2

Current term incomplete courses, as well as future term courses should be listed below.

Catalog year refers to the course/degree requirements outlined for a specific academic year. A students' catalog year is typically listed as the academic year when they first enrolled. Consideration of a catalog year is very important! At times, it may be more advantageous for the student to follow an updated catalog year, due to changes to a major from the time they first enrolled.

Catalog Year: _____

Term ____ 20__	Term ____ 20__	Term ____ 20__
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Comments: _____

Advisor	_____ <small>Printed Name</small>	_____ <small>Signature</small>	_____ <small>Date</small>
Department Chair or Program Director of Certificate	_____ <small>Printed Name</small>	_____ <small>Signature</small>	_____ <small>Date</small>

Date Received: _____	Entered By: _____	Fee Applied On: _____
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