

Special Registration for Graduation Request

This form allows a student to be an active student while they are completing IN coursework

Black text is completed by the student

Red Text is completed by the Director (Sara Cobb) or Associate Director (Kevin Avruch)



Office of the Registrar
Graduation Section
4400 University Drive, MS 3D1, Fairfax, Virginia 22030
Tel: 703-993-2431

SPECIAL REGISTRATION FOR GRADUATION REQUEST

Available for Term of Graduation Only

This request, if approved by your department, will allow you to remain active in the University system, without being registered for an actual course. This satisfies the university requirement that a student be actively registered in the term in which their degree will be conferred. To initiate this special registration request you must submit this completed form to your major program department (Do not submit this form to the Registrar's Office initially, as this will result in a significant delay in processing). If approved, they will then forward this request to the Registrar's Office for processing.

Please note: you must have \$45.00 on account for this registration to be processed. Please do not send your payment directly to the Registrar's Office. Post your payment to your Mason account either through "Patriot Web" services or the University's Cash Office located in Student Union I.

Students: Please Print in ink and submit to your department.

Mason Student ID# 634960000 Daytime Phone: 703-123-5678

Name: Jones Larry J Email: ljones@gmu.edu
Last First M.I.

Degree/Major: MS CONF Graduation Expected Date: Summer 06 Term Requested: Summer 06
Reason: completion of W work

* GRADUATE STUDENTS PLEASE NOTE: This special registration will not suffice for the university's continuous enrollment requirement while you are finishing your Thesis or Dissertation. Students working on a Thesis or Dissertation must be enrolled in Thesis (799) or Dissertation (999).

Student Signature (Required): Larry Jones Date: 8-1-06

Department Approval:

This action, if approved, requires the payment of a one time \$45.00 university services fee. The Registrar's Office cannot process this special registration until this fee has been paid by the student. It is therefore important that the student, upon approval, be notified immediately so they can make arrangements to cover this cost. **Please do not submit payment directly to the Registrar's Office (see above).**

Sara Cobb/Kevin Avruch Cobb 8-1-06
Chair or Designee Signature Print Last Name Date

Student Accounts Representative

Date

Office of the Registrar Use Only

Date Received: _____ Registration Services Representative: _____ Date Entered: _____