

VALPARAISO UNIVERSITY GRADUATE SCHOOL
FORMAL APPLICATION FOR DEGREE

VU ID Number: _____

Application Date: ____/____/____

PRINT FULL NAME LEGIBLY AS YOU WOULD LIKE IT TO APPEAR ON YOUR DIPLOMA:

First Name: _____ Middle: _____ Last Name: _____

Address: _____

Are you planning to participate in the COMMENCEMENT CEREMONY? YES NO

IMPORTANT NOTICE: Your diploma will be available to be picked up **the day after graduation** from the **REGISTRAR'S OFFICE** for those who graduate in **MAY**. For those who graduate in **AUGUST**, your diploma will be available to be picked up in **LATE AUGUST** from the **REGISTRAR'S OFFICE**. Please contact the Registrar's Office 219-464-5212 for further details pertaining to diplomas.

Home Phone: (____) _____ Cell Phone: (____) _____ PERSONAL Email Address: _____

Expected Date of Graduation: **MAY 2011** **AUGUST 2011** Catalog Year: 20 _____

MASTER OF ARTS

(check one concentration)

- Chinese Studies
- Clinical Mental Health Counseling
- Community Counseling
- English Studies & Communication
- Law / Chinese Studies
- Law / Clinical Mental Health Counseling
- Law / Psychology

MASTER OF ARTS IN LIBERAL STUDIES

(check one concentration)

- English
- Ethics & Values
- Gerontology
- History
- Human Behavior & Society
- Individualized
- Theology
- Theology & Ministry
- Law / MALS (list concentration): _____

NURSING

(Check one degree)

- MSN
- DNP

EDUCATION SPECIALIST

- School Psychology

MASTER OF EDUCATION

(check one concentration)

- Initial Licensure (including LEAPs)
- Education & Psychological Foundations
- Teaching & Learning

MASTER OF SCIENCE

(check one concentration)

- Digital Media
- Information Technology & Management
- International Commerce & Policy
- International Economics & Finance
- Law / International Commerce & Policy
- Law / Sports Administration
- Sports Administration

MASTER OF BUSINESS ADMINISTRATION

(check one concentration)

- General
- Accounting Specialization
- Law / Business Administration

MASTER OF ENGINEERING MANAGEMENT

- Engineering Management

BUSINESS CERTIFICATES

(check one concentration)

- Business Management
- Business Management for Counseling Students
- Business Management for Nursing Students

POST MALS CERTIFICATES

(check one concentration)

- English
- Ethics & Values
- Gerontology
- History
- Human Behavior
- Theology
- Theology & Ministry

GRADUATE CERTIFICATES

(check one concentration)

- TESOL Teaching English to Speakers of Other Languages
- LSP Legal Studies & Principles

Indicate the exact title of ALL previous DEGREES earned:

1. _____ Name of School _____

2. _____ Name of School _____

3. _____ Name of School _____

- SIGNED PRINTED DEGREE AUDIT MUST ACCOMPANY THIS APPLICATION.**
- \$20.00 APPLICATION FEE (SUBJECT TO CHANGE)**
- \$10.00 LATE FEE IF APPLICATION IS RETURNED AFTER FEBRUARY 4, 2011 (SUBJECT TO CHANGE)**
- CAP & GOWN (may be purchased at GRAD FINALE or at the VU Book Center)**

OFFICE USE ONLY	Date Rec'd: _____	Staff: _____	Amount Paid: _____	Payment Type: Cash /Check #: _____	Credit/Debit Card
	Status: _____	GPA: _____	To Registrar: _____		

Instructions to Print Your DEGREE AUDIT

1. To obtain your degree audit you will need to have access to a computer, the Internet, and a printer. Go to <https://datavu.valpo.edu>. You will then need to move through some security questions by answering “ok” or “yes.”
2. Once you have entered DataVU, you will then click on DataVU for Students.
3. Click on Program evaluation (degree audit).
4. Then a login box will appear. Enter your username and password. (The same information you use to log into your VU e-mail.)
5. Then click on Submit.
6. Click in the area under Choose One to select which program of study you are selecting to complete the degree audit
7. Click on Submit. Wait, and be patient. **ONLY CLICK ON SUBMIT ONCE!**
8. Then your degree audit will appear. Print this off.
9. You will see both the courses you have completed, and the ones in which you are currently enrolled. You then need to check to make sure that all of the blanks are filled in, and that the remaining requirements will be completed by the semester you’re planning to graduate.
 - If your program lists the courses you need to take, you will then only fill in the semesters you are proposing to register for them.
 - If your program doesn’t list the courses you need to take, then you will need to write in each course, along with the semesters you are proposing to register for them.
 - If you have questions regarding courses for your program, contact your adviser to assist in completing this process.
 - The purpose of completing the degree audit is to plan out your time for completing your degree. The courses you submit on this form are not final and may change once future schedules and classes become available.
10. Once you have completed these steps, you need to sign on the line provided at the end of the degree audit, and obtain your adviser’s signature.
11. Submit your degree audit, along with your completed Application for Degree, to the Office of Graduate Studies for final approval by the Dean.