

APPLICATION FOR DIPLOMA

The First Time Credit Enrollment fee covers the cost to apply for your degree.

NAME: _____

The name on your diploma will be your full name as it appears in our records.

L# _____

Your evaluation will be e-mailed. Please update your e-mail address on ExpressLane.

DEGREE OR CERTIFICATE YOU ARE APPLYING FOR:

☐ 1 YEAR CERTIFICATE **PROGRAM NAME:** _____

☐ 2 YEAR CERTIFICATE **PROGRAM NAME:** _____

☐ AAS **PROGRAM NAME:** _____

☐ CAREERS PATHWAY **PROGRAM NAME:** _____

☐ OREGON TRANSFER MODULE: There is a \$20.00 for the designation of Oregon Transfer Module. Students applying for the Oregon Transfer Module do not receive a diploma or participate in the graduation ceremony. The OTM designation is posted to the transcript. Refer to the college catalog for detailed information on the Oregon Transfer Module. The notation will be listed on your transcript upon completion

☐ AGS – ASSOCIATE OF GENERAL STUDIES

☐ AS – ASSOCIATE OF SCIENCE

☐ ASOT – ASSOCIATE OF SCIENCE OREGON TRANSFER: BUSINESS

☐ AAOT – ASSOCIATE OF ARTS: OREGON TRANSFER

ARE YOU A MEMBER OF: ☐ Phi Theta Kappa? ☐ Psi Beta?

WANT AN ADDITIONAL DIPLOMA?

FIRST COPY IS FREE. ADDITIONAL COPIES ARE \$10 EACH. **PLEASE ENCLOSE A CHECK.** YOU WILL NOT BE BILLED

SIGNATURE: _____

DATE: _____

WHAT TO EXPECT:

- Applications are processed in date order for receiving the application form & payment.
- Applicants will receive an evaluation from our office and a list of remaining requirements to complete (in spring term, this may take as long as 8 weeks).
- Applicants have three terms, including the term in which they apply, to complete remaining requirements. If students do not complete, they will need to re-apply for the degree/certificate.
- Lane hosts one graduation ceremony each year at the end of spring term; evaluations list the next ceremony scheduled. Detailed information about the graduation ceremony is available from the office of Student Life & Leadership Development at 541-463-5336.
- Applicants must apply by April 30 each year to ensure (1) publication in the graduation ceremony booklet, (2) evaluation results returned to them by the last date of spring term, (3) earliest processing for completed degrees and certificates for transcripts.
- All requirements for degrees and certificates must be fulfilled before degrees and certificates are awarded and noted on transcripts.
- Diplomas are ordered 2 weeks after the end of each term and may take up to 8 weeks to process.