



Office of the University Registrar
 4400 University Drive, MS 3D1, Fairfax, Virginia 22030
 Tel: 703-993-2441 Fax: 703-993-4668

SPECIAL REGISTRATION FOR GRADUATION REQUEST

REGISTRATION

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 Office of the University Registrar initially, as this will result in a significant delay in processing**). If approved, your department will forward this request to the Office of the University Registrar for processing.

Please note: This request cannot be processed until you have \$45.00 on account. Post your payment to your Mason account either through "Patriot Web" or the University's Cash Office located in Student Union I.

Mason Student ID# _____ Daytime Phone: _____

Name: _____ Email: _____
Last First M.I.

Degree/Major: _____ Graduation Expected Date: _____ Term Requested: _____

Reason: _____

* **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).

Are you on a F1 or J1 Visa? Yes or No _____ If yes, this form must be approved by the Office of International Programs and Services.
Office of International Programs and Services Date

Student Signature (*Required*): _____ Date: _____

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.

 Chair or Designee Signature Print Last Name Date

 Student Accounts Representative Date

Office of the University Registrar Use Only

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

SPECIAL REGISTRATION FOR GRADUATION REQUEST

Purpose: To allow a student to remain active in the university system without being registered for a course during the term of their degree conferral.

Instructions: The student must complete the form and submit it to the College of Education and Human Development, Student and Academic Affairs for the Associate Dean's approval. The special registration will be forwarded to the Registrar's Office. **A fee of \$45 is required** to be in the student's account prior to the processing of this form by the Registrar's Office.

The following signature is needed for approval:

- Associate Dean for Student & Academic Affairs (Dr. Ellen Rodgers)

Notes: Students must be active in the term they graduate. With this form, students who have already satisfied all coursework requirements do not have to register for a course.

The Registrar's office will not process this form unless the \$45 fee is posted in the individual's student account to cover this transaction.