

Application for Degree Fee

If you have declared candidacy for graduation, Congratulations! Make sure you have consulted with your adviser and followed the electronic application for degree process in go.alcorn.edu. Your electronic application will result in a \$50 non-refundable charge on your student account. The application for degree fee is to be paid in order to clear for graduation and must be done when the student applies to graduate regardless of whether you intend to participate in the commencement ceremony.

Graduation fees are transferable to another term if a student fails to complete the requirements for the program of study. Remember, students should check your account within two days following submission of your application to view the charge debited to your account. If your account is not debited within this timeframe, constantly check until the charge is displayed.

Login to Banner Online Services

- Click Student Records on the menu
- Click Account Summary by Term to view charges on your account
- GRFE Graduation Application Fee will display once your account has been charged
- This is your trigger to pay your graduation application fee

You can also view your charges in TouchNet. In Banner Online Services, execute the following:

- Click Course Enrollment and Registration
- Click Manage Bills and Payments under **Add Funds to Your Account**
- **ASU Touchnet Bill+Payment**, Click Continue
- You can navigate through the account tabs to view your financial information and make payments

GRADUATION FEES	
Graduation Application	\$50
Late Fee after Published Deadline	\$100
Payment Methods	TouchNet, Credit Card, Debit Card, Cash or Money Order (Pay at the Cashier's Window on the second floor of the Walter Washington Administration Building)
Diploma Replacement (if applicable)	\$45

Remember, your application is not an automatic declaration that you will graduate. A student who applies to graduate and who pays the graduation fee but does not graduate in the term indicated on the application, will be required to submit a new application for the future term.

Graduation fees and late fees are non-refundable.