MENLO COLLEGE

Office of the Registrar
1000 El Camino Real
Atherton, CA 94027
650-543-3737
650-543-4103 (fax)

COMMENCEMENT INFORMATION FORM

TRADITIONAL PROGRAM

- **Return this form to the Office of the Registar in the Student Services Center no later than Friday, February 22, 2008.**
- The name that will be printed on your diploma and the name that will be used in the Commencement Program will be taken from your graduation petition.
- If you would like to change the name on your diploma, please see Rachel Tipton at 650-543-3917 in the Office of Academic Advising by May 13, 2008.
- Your diploma will be mailed to the "Address After Graduation" you write below. If you specified on your graduation petition that you will pick up your diploma, you will receive a notice at this address when your diploma is available for pick-up. **Please make sure your "Address After Graduation" is accurate.** If you need to change this address after you turn in this form, please contact Rachel Tipton at 650-543-3917.

PLEASE PRINT OR TYPE CLEARLY.

Full Name: _____
last first middle

Student ID: _____ - _____ - _____ Campus Box Number: _____

Current Mailing Address: _____
(if living off campus) number and street apartment/box

_____
city state zip

Current Phone Number: (_____) _____ - _____ Cell Phone Number (_____) _____ - _____

Email Address: _____

Forwarding Address/
Address ***After*** Graduation: _____
(Cannot be Menlo Campus Box) number and street apartment/box

_____
city state zip

Phone Number ***After*** Graduation: (_____) _____ - _____ Email Address _____

You are a Graduation Candidate for (circle one): December 2007 May 2008 August 2008

Major (circle one): Liberal Arts Management Mass Communication

Concentration: _____

Hometown: _____ ← **Should be your city of birth or permanent address**
city state/country

Signature: _____ Date: _____

PLEASE NOTE: Your submission of this form authorizes Menlo College to post this information on the Menlo College Commencement website (www.menlo.edu/graduation). You must verify this information as it is listed on the website and notify the Office of the Registrar of any necessary changes by March 5, 2008 to insure that your listing in the Commencement Ceremony Program is correct.

RETURN THIS FORM TO THE STUDENT SERVICES CENTER
BY FRIDAY, FEBRUARY 22, 2008.