



DEGREE CHECK UPDATE REQUEST

Name _____ Email _____ Date _____

Address _____ HSU ID # _____

City _____ State _____ Zip _____ Local Phone # _____

Expected graduation date currently on record: Term _____ Year _____

Degree: BA BS MA MBA MFA MS Certificate of Study

Major(s): _____

Please update my degree check to:

- include most recent coursework, petition, revised contract, transcripts, etc.
- change expected graduation date to: Term _____ Year _____
(If changing from a graduation date that has already passed, a reapplication fee of \$25 is charged.)

CashNet SmartPay Receipt # _____

FOR OFFICE USE ONLY		
Date _____	Initials _____	Receipt Sheet # _____

- add minor(s) _____
- add second major (please include approved major contract, if it is not already on file with the Office of the Registrar)
- change diploma mailing address to _____

- change name as it should appear on diploma/commencement program to _____
(Please note this is to add or drop middle initial or name, add or delete a hyphen, or otherwise make a small adjustment to your legal name. To change your name of record, you must file a Name Change form with appropriate documentation.)
- other _____
