



Anthony Barajas, Registrar
Summer Last Horse, File Clerk

Registrar Office
P.O. Box 490
Kyle, SD 57752
registrar@olc.edu
(605)455-6033



Kacena One Horn, Deputy
Carrie Sitting Up, Assistant

Dear Future Oglala Lakota College Graduates,

Graduation is held once a year, and applications are due October 1st and March 1st of each year. This allows time for substitutions for program changes and course planning for the spring semester.

The minimum cumulative GPA requirement is 3.00 for BS/BA Education majors and Master's degrees and 2.00 for all undergraduate degrees.

Students will have until Faculty's Last Day to submit any pending grade changes.

Department chairs are off contract for the summer so please try to get your graduation academic plan signed before summer break or you can wait for them to return in the fall.

Juniors, Seniors, Masters and Unclassified students contact your department chair. Students with 61+ credits Freshmen and Sophomore contact your home center. Students with 1-60 Credits

Graduation Application Instructions:

- 1. Students must log in to their OLC email account to complete the online graduation application.**
- 2. Students must upload their updated status sheet and completed Graduation Academic Plan (G.A.P) to their online application.**
- 3. Attach forms if any, such as: Course Substitutions, Praxis Scores or Praxis Opt Out.**

When you submit your online graduation application. You will be notified by email regarding the verification of your graduation application. If you do not hear from the registrar's office within 4-5 business days, please contact your counselor and department chair. **Late applications will be forwarded to next year's graduation.**

Graduation Academic Plan (GAP) Instructions:

- 1. Update your status sheet with your counselor and department chair. (must be on current year)**
- 2. List your final courses to graduate.**
- 3. List all course substitutions and change of grades if any.**
- 4. Attach Praxis Scores or Opt Out Form for BA/BS Education graduates only.**
- 5. Students must meet all graduation requirements stated on their status sheet.**
- 6. Courses cannot be used more than once on status sheet.**
- 7. Students are responsible for following up on their graduation application.**
- 8. Students are responsible for registering for their final courses.**

If the department chair signature is missing, you are liable for your own advising and acknowledge there is no exceptions for adding late courses.

Helpful hints to fill out graduation academic plan: Engl 103 01PH Composition I

Course Code is: ENGL 103

Course Hour is the credit hours: 3

*Course Title: **Composition I***

*Center: **PH** (where the course is taken).*

Classification: Freshman, Sophomore, Junior, Senior, Unclassified

Failure to follow the instructions may result in an incomplete application and will be denied.

Note: please do not submit this page this is for you to keep, however, you must upload the 2nd page to your online application



Oglala Lakota College Graduation Academic Plan

Name as you wish it to Appear on the Diploma:	Student ID	Department
Address:	Center	Tribe
Praxis? Y/N/ IP, Attach scores or Opt Out Form	Classification	Semester (<i>Fall, Spring, Summer</i>)
Degree Applying for, please indicate which emphasis area it applies:		

Only list courses that pertain to the degree applying for as stated above (FALL Term):

Crs Code	Crs. Hrs.	Course Title	Center	Reg. Use Only

Only list courses that pertain to the degree applying for as stated above (SPRING Term):

Crs. Code	Crs. Hrs.	Course Title	Center	Reg. Use Only

List Course Substitutions or change of grades needed: _____

<i>Student Signature</i>	<i>Date</i>
<i>Center Staff Signature</i>	<i>Date</i>
<i>Department Chair Signature</i>	<i>Date</i>

Date Conferred _____ Cum GPA _____ Cum HRS _____ Registrar's Initials _____