Are you completing all of your degree requirements by the end of Spring 2013, Summer 2013, MCP Term 2-2013, or MCP Term 3-2013? If so, the deadline to submit your Petition to Graduate (PTG) to your advisor is Tuesday, February 26th.

Advisors will be **available for PTG appointments*** from February 4, **until Tuesday, February 26.**

Please see the contact information below to make an appointment* with your advisor to submit your PTG and ensure that you're on track to graduate. Prior to your appointment, you will need to complete the Petition to Graduate Form (PTG), which you can print from the link below. Once you have printed and completely filled out this form, be sure to bring it with you to your advising appointment. *Reminder: US Citizen's ONLY - Please have the Financial Aid Office approve and sign your PTG form before submitting your PTG form to appropriate Advising Center.* International Students do not need FA approval & signature.

ALL students are required to submit a PTG whether or not you plan to participate in the Spring Commencement ceremony occurring on May 16, 2013 at 4:00 pm.

The Petition to Graduate Form (PTG) can be downloaded from the following link: www.hpu.edu/ptg

Nursing Majors: For all students in the BS Nursing program, please call the Hawai'i Loa Academic Advising Center at 808-236-3578, visit AC 103 on the Hawaii Loa Campus, or to schedule an appointment online, click Online appointment *(available February 1, 2013)*.

Science Majors: For all students who are majoring in a science program (i.e., Biology, Environmental Science, Environmental Studies, Marine Biology, Oceanography, Health Science, please call the Hawaii Loa Academic Advising Center at 808-236-3578, visit AC 103 on the Hawaii Loa Campus, Hawai'i Loa Academic Advising Center at 808-236-3578, visit AC 103 on the Hawaii Loa Campus, or to schedule an appointment online, click Online appointment *(available February 1, 2013)*.

Computer Science and Math majors *should meet with a Downtown Advisor and make an advising appointment via the online appointment*.

All Other Majors: If the descriptions above did not describe you, then please contact our Downtown Campus Academic Advising Center at 808-544-1198, Online appointment, or visit UB 123 on the Downtown Campus.

Adult Learner Program (except: BS NUR and Science Majors, see above)**: *Students are not required to meet with Advisor to submit PTG form.** If you are in need of academic advising, please contact the Office of Graduate and Adult Advising at 808-544-1150,

email: gradadvising@hpu.edu, fax: 808-543-8080, or visit us at Suite UB 912H on the Downtown Campus.

Graduate Degree Programs: *Students are not required to meet with Advisor to submit PTG form. If you are in need of academic advising, please contact the Office of Graduate and Adult Advising at 808-544-1150, email: gradadvising@hpu.edu, fax: 808-543-8080, or visit us at Suite UB 912H on the Downtown Campus.