

**Phi Theta Kappa Graduation
Alpha Xi Beta Chapter**



**Congratulations on the achievement of your academic goals at CSN!
Alpha Xi Beta commends you and wishes you continued success in your future endeavors.**

To graduate with Phi Theta Kappa recognition on your transcript and on your degree, please do the following 45 days prior to graduation:

1. Send an email to ptk-advisor@csn.edu with the following information:
 - Name
 - Address
 - Phone
 - Student ID No.
 - Semester of Graduation
 - Degree

In the subject line please type "PTK Graduation." In an effort to go green, we are no longer accepting the former Phi Theta Kappa graduation forms.

2. If you will be walking in the graduation ceremony in the spring, you must order the honors stole and wear it during the ceremony. All Phi Theta Kappa members wearing the stole will sit together to receive recognition. The stole can be purchased online at the Phi Theta Kappa website <http://recognitions.ptk.org/index.php/graduation/honors-stole.html>. You may also order by phone, mail, or fax. Go to <http://recognitions.ptk.org/index.php/how-to-order/> for more information. If you choose, you may purchase and wear the Tassel, the Double Honor Cord, and the Key Medallion as well as your Phi Theta Kappa pin that was mailed to you when you joined.
3. You must also fill out the CSN graduation form and turn it in to the Office of the Registrar. The form is located at <http://www.csn.edu/graduation/>

Please note that Alpha Xi Beta is closed during the summer, so please plan ahead. If you have any questions, email us at the above address.

Congratulations!