Application for Graduation

CAPITAL C **Community COLLEGE**

☐ Attach a printout of a Degree Evaluation. Use Degree Works if your Catalog Term is Fall 2016 or Later or use CAPP if your Catalog Term is Before Fall 2016.

Date: _____   Student Banner ID#: _____

Name: (first) _____ (middle) _____ (last) _____
◆ *Print your LEGAL name as it appears in MyCommNet.* ◆

Mailing Address: _____

City: _____ State: _____ Zip Code: _____
◆ *Diplomas will be mailed 6-8 weeks after the degree has been awarded. Please update address in MyCommNet.* ◆

Home Phone #: _____ Work/Cell Phone #: _____

E-mail address: _____

Graduation: ☐ **Spring Graduation – May**   ☐ **Fall Graduation – December**
              Commencement Ceremony   NO Commencement Ceremony
              (application deadline 4/30)   (application deadline 11/30)

Degree or Certificate: ☐ Associate in Science   ☐ Associate in Arts   ☐ Certificate

Program: _____ Catalog Term: _____

Have you found employment as a result of this degree or in your field of study: ☐ Yes ☐ No
Company & Title: _____

Are you transferring to another college: ☐ Yes ☐ No   College: _____

For Counselors and/or Academic Advisors (Students do not fill out this section**)**

Substitutions or Exemptions: *(Approval form must be on file with Registrar or attached to this application.)*

_____ *For* _____   _____ *For* _____
_____ *For* _____   _____ *For* _____

Anticipated Transfer Courses: *(not currently listed on transcript)*
   School   *Course*   *School*   *Course*

   _____   _____

   _____   _____

For Registrar's Office Use   **Degree Sequence #:** _____

In-Progress & Remaining Courses: **Final Standing:**   **Status Codes:**

_____   _____   GPA: _____   1. _____
_____   _____   Credits: _____   2. _____
_____   _____   Honors: _____   3. _____

Updated on 9/2017

Spring Applicants: Your application can indicate one remaining course requirement for degree completion. This requirement must be completed by December 31 of the current year. If the course is completed before the start of the next fall semester, you will be considered a May graduate. If the course is completed after the start of the next fall semester but before December 31, you will be considered a December graduate and the degree will be dated December 31. If the course is not taken at Capital, a transcript must be sent no later than December 31. Degrees will post on your transcript and diplomas will be mailed within 6-8 weeks after the degree has been awarded for no charge.

Fall Applicants: All degree requirements must be completed by the end of the fall semester. Degrees will be dated December 31 and will post on your transcript. Diplomas will be mailed within 6-8 weeks after the degree has been awarded for no charge. There is no commencement ceremony for fall applicants. However, you will be invited to participate in the following spring's commencement ceremony.

Ordering Duplicate Diplomas due to First Diploma Being Lost: Starting March 1, 2018 if for whatever reason you are looking to order a second or duplicate diploma you will need to pay a $25 fee for each diploma order at the Bursar's Office. Diplomas are only ordered three times a year (January, June, and August).

I acknowledge that to be eligible for graduation I must meet all requirements of the program, as described in the college catalog, for my catalog term including a GPA of 2.0 or higher. Official Transcripts for any transfer courses in progress must be sent immediately to Enrollment Services after completion.

Student's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____

FERPA CONSENT Purpose: Announce the successful completion of my academic course of study

I acknowledge that by signing this consent I give CCC permission to print my name and degree/certificate in the commencement program and local newspapers and to have my academic degree/certificate announced at the graduation ceremony if I choose to attend. I also give CCC permission to publish any photographs of me that may be taken at commencement, if I choose to attend, to be used by the college as a part of its publicity and marketing efforts.

Student's Signature: _____ Date: _____