

MUST BE PRINTED IN INK:

_____/_____/_____
 Last First Middle Social Security Number

INSTRUCTIONS FOR STUDENT:

1. Review program requirements with your Department Chair and/or a Counselor/Advisor to ensure that all requirements for graduation are met or are in progress BEFORE you submit this application. All current semester course requirements must be completed prior to the Degree/Certificate award date, with the exception of the Fall and Spring Mini 3 terms. Students who fail to qualify for graduation for the term specified must reapply and pay a new application fee when all requirements are met.
2. Complete this form accurately.
3. Pay fee at Cashier's office in A-bldg.
4. Submit the application to the Enrollment Services Center (ESC). See link at ACC webpage □ News & Information □ Graduation Application **Deadline & Fees** for the published deadline and fees.
5. Cap & gown must be ordered separately from the College Bookstore and Phi Theta Kappa stoles must be ordered with PTK Sponsor.
6. Diplomas will be mailed to the mailing address on file one month after the end of the graduation semester, except December which will be mailed six weeks after the end of the Fall semester. Please ensure that your mailing address is correct with the ESC. No pick up of diploma is allowed.
7. There is only one commencement ceremony in May. Graduates from the previous Fall and upcoming Summer terms may participate.
8. I have read and understand the above requirements.

 Applicant=s Signature Date

Print name as it should appear on degree or certificate:

_____/_____/_____
 First name Middle name Last name

Mark one: I will I will not participate in May commencement

Graduation Date applying for: <i>(check one and fill in the year)</i>	ESC / REGISTRAR OFFICE ONLY
<input type="checkbox"/> May _____ <input type="checkbox"/> August _____ (Walking at May commencement) <input type="checkbox"/> August _____ <input type="checkbox"/> December _____	Appl taken by:
Check all that apply & write major listed on Program Evaluation(s) in appropriate space(s) below: DIPLOMA FEE	GPA Check:
<input type="checkbox"/> Associate of Arts Degree in: \$35	Restrictions Check:
<input type="checkbox"/> Associate of Arts Degree in: \$35	Transcript Check:
<input type="checkbox"/> Associate of Science Degree in: \$35	Req Completed:
<input type="checkbox"/> Associate of Science Degree in: \$35	Hrs. Residency:
<input type="checkbox"/> Associate of Applied Science in: \$35	TSI Check:
<input type="checkbox"/> Associate of Applied Science in: \$35	Master List:
<input type="checkbox"/> Associate of Arts-Teaching Degree in: \$35	Ordered Diploma:
<input type="checkbox"/> Associate of Arts-Teaching Degree in: \$35	Commencement Prog:
<input type="checkbox"/> Certificate in: \$35	SGRD:
<input type="checkbox"/> Certificate in: \$35	UACF:
<input type="checkbox"/> I am currently taking courses at another institution that apply toward this degree/certificate. I understand I must have official transcripts on file by the end of the term in which I am applying. The institution and courses are listed below: 1. Institution _____ Course _____ 2. Institution _____ Course _____ 3. Institution _____ Course _____	BUSINESS OFFICE USE ONLY
	Amount Paid:
	Receipt No:
	Cashier:
	Date: