

**MUST BE PRINTED IN INK:**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Last First Middle Social Security Number

**INSTRUCTIONS FOR STUDENT:**

- REQUIRED:** Review program requirements with your Department Chair if you are a technical major or with a Counselor/Advisor if you are an academic major to ensure that all requirements for graduation are met or are in progress **BEFORE** you submit this application to the ESC. The Department Chair or Counselor/Advisor must sign this application indicating that the program evaluation was reviewed.
- 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 on this application must reapply and pay a new application fee when all requirements are met.
- Pay fee at Cashier's office in A-bldg. **The fee is \$35 for each diploma.**
- Submit the application and the program evaluation to the Enrollment Services Center (ESC). For published deadline and fees, see ACC webpage: Quick Links  Apply for Graduation  Deadlines
- Cap & gown must be ordered separately from the College store and Phi Theta Kappa stoles must be ordered with PTK Sponsor.
- 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 in WebACCess and update the address if necessary on the online form. No pick up of diploma is allowed.
- There is only one commencement ceremony in May. Graduates from the previous Fall and upcoming Summer semesters may participate.
- 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

<b>Mark one:</b> <input type="checkbox"/> I will participate in May commencement ceremony <input type="checkbox"/> I will not participate in May commencement ceremony		
<b>Graduation Date applying for: (check one and fill in the year)</b> <input type="checkbox"/> May ____ <input type="checkbox"/> August ____ (participating in May ceremony) <input type="checkbox"/> August ____ <input type="checkbox"/> December ____		<b>ESC / REGISTRAR OFFICE ONLY</b>
Check all that apply & write major name as listed on Program Evaluation(s) in appropriate space provided below:		<b>Appl taken by:</b>
<b>Dept. Chair or Counselor/Advisor Signature</b>		<b>GPA Chk:</b>
<input type="checkbox"/> Associate of Arts Degree in:		<b>Restrictions Chk:</b>
<input type="checkbox"/> Associate of Arts Degree in:		<b>Transcript Chk:</b>
<input type="checkbox"/> Associate of Science Degree in:		<b>Req Completed:</b>
<input type="checkbox"/> Associate of Science Degree in:		<b>Hrs. Residency:</b>
<input type="checkbox"/> Associate of Arts-Teaching Degree in:		<b>TSI Chk:</b>
<input type="checkbox"/> Associate of Arts-Teaching Degree in:		<b>Master List:</b>
<input type="checkbox"/> Associate of Applied Science in:		<b>Ordered Dipl:</b>
<input type="checkbox"/> Associate of Applied Science in:		<b>Program Eval:</b>
<input type="checkbox"/> Certificate in:		<b>SGRD:</b>
<input type="checkbox"/> Certificate in:		<b>UACF:</b>
<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 for graduation. The institution and courses are listed below:		<b>BUSINESS OFFICE USE ONLY</b>
1. Institution _____ Course _____		<b>Amount Paid:</b>
2. Institution _____ Course _____		<b>Receipt No:</b>
3. Institution _____ Course _____		<b>Cashier:</b>
		<b>Date:</b>