



**SEWARD COUNTY COMMUNITY COLLEGE ♦ AREA TECHNICAL SCHOOL
APPLICATION FOR GRADUATION**



APPLICATION DUE BY FRIDAY, DECEMBER 2, 2011

Student's Name: _____ Student ID #: _____
(Print your name **exactly** as you want it on the diploma.)

Mailing or Permanent Address: _____ Cell Phone #: _____
(Diploma will be sent to this address) Street Address

City, State, Zip Permanent Phone #: _____

Personal E-mail address: _____

*Requirements Completed Fall 2011 Spring 2012 Summer 2012 Fall 2012

* Degree Sought: Associate in Arts Associate in Science Associate in General Studies
(SHADEGR)

***Core Emphasis:** _____

Associate in Applied Science (Core Emphasis): _____

Certificate of Completion (Core Emphasis): _____

*** A Commencement ceremony is held annually in May, near the end of the Spring semester; students meeting the requirements for graduation should participate in Commencement and other numerous graduation activities.**

* In order to participate in graduation exercises, the following is required of students:

- ♦ **An Application for Graduation form should be filed in the Registrar's Office on or before Friday, December 2, 2011.** All applications must be signed by the advisor and student with the graduation semester, degree, and core emphasis designated.
A diploma fee of \$15.00 is required when the application is submitted. A \$15.00 late fee will be assessed for all applications received after Friday, January 20.
- ♦ A degree check will be completed by the student and the advisor and submitted to the Registrar by December 2nd. The Registrar will verify to the advisor any deficiencies; the advisor will notify the student of any deficiencies by the enrollment period in January.
- ♦ A student must be within nine (9) credit hours of completing graduation requirements in order to participate in the commencement activities. Exceptions are made for some certificate programs. A student who withdraws from a course or courses included in the "within nine" credit hour requirement will be ineligible to participate in commencement activities. **If all requirements are not met in the semester applied for above, the student must reapply for graduation and pay for a diploma.** The date on the diploma will be the semester and year that all requirements are met.
- ♦ A regalia fee must be paid in the Saints Bookstore. This fee includes cap/gown/tassel and hood (hood for Associate Degree Candidates only).

* Students unable to participate in the Commencement ceremony must submit a request in writing to the Registrar's office explaining circumstances prohibiting attendance.

* Honor graduates will be assessed a fee for the gold honor cord.

Fees are to be paid at the Saints Bookstore between **February 1 and February 29, 2012**, when orders and measurements are taken for the cap and gown. A late charge will be assessed on any order made after March 1, 2012.

NO ORDERS WILL BE ACCEPTED AFTER MARCH 15, 2012.

* Student's Signature: _____ Date: _____

* Advisor's Signature: _____ Date: _____

****Remember to fill out page 2 – Alumni Association information page****

Please allow 6-8 weeks after requirement completion, for delivery of diploma.

For office use only:	Date Received:	Degree Summary Complete:
	Advisor Notified of deficiencies:	Mid-Terms Checked:
	Student Notified of deficiencies:	Diploma Ordered:
	Degree Awarded:	Diploma Mailed:

For Alumni Office use only:
ID#: _____
Date: _____

SEWARD COUNTY COMMUNITY COLLEGE ♦ AREA TECHNICAL SCHOOL
ALUMNI ASSOCIATION

Student's Maiden Name: _____
(if applicable)

Spouse Name: _____
(SOAFOLK)

Children's Names:	Date of Birth:
(APACHLD)	_____
_____	Date of Birth: _____
_____	Date of Birth: _____
_____	Date of Birth: _____

Current Address:	Phone: _____
(SPAIDEN)	_____

Permanent Address:	Phone: _____
(SPAIDEN)	_____

E-mail Address: _____
(SPAIDEN)

Transferring To: _____
(SHAINST)

College/University Name

City/State

OR

Employed By:	Phone: _____
_____	_____
Business Name	

City/State	

OR

Other: _____

STUDENT COPY – RETAIN THIS SHEET FOR YOUR INFORMATION

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