



Seward County Community College/Area Technical School  
APPLICATION FOR GRADUATION

APPLICATION DUE BY FRIDAY, DECEMBER 4, 2009

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

Mailing or Permanent Address: \_\_\_\_\_  
(Diploma will be sent to this address.)

Permanent Phone #: \_\_\_\_\_

\*Requirements Completed  Fall 2009  Spring 2010  Summer 2010  Fall 2010

\* 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 4, 2009. All applications must be signed by the advisor and student with the graduation semester, degree & core emphasis designated. **Diploma fee of \$15.00 is required when the application is submitted.**
- ◆ A degree check will be completed by the student and the advisor and submitted to the Registrar by December 4th. 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 purchase and hood rental (hood rental for Associate Degree Candidates only).

Students unable to participate in the Commencement ceremony must submit a request in writing to the Dean of Student Services 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 28, 2010**, when orders and measurements are taken for the cap and gown. A late charge will be assessed on any order made after March 1, 2010. **NO ORDERS WILL BE ACCEPTED AFTER MARCH 15, 2010.**

\* Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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:

SEWARD COUNTY COMMUNITY COLLEGE  
ALUMNI ASSOCIATION

For Alumni Office use only:

ID#: \_\_\_\_\_

Date: \_\_\_\_\_

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: \_\_\_\_\_