



Application for Graduation and/or AGEC Certification

- Degree Application (\$15 fee)
- Occupational or AGEC Certificates (no fee)
- Fee Receipt #

Steps to Follow:

1. Meet with an Advisor/Counselor.
2. Complete the Application for Graduation *and sign in Section 3.*
3. Pay the non-refundable \$15.00 graduation fee to the Business Office Cashier.
There are no fees for Occupational or AGEC Certificates.
4. Complete the free general education assessment at the Testing Center.
Once completed, **obtain their signature** on the application for graduation.
5. Submit your completed **application for graduation**, including necessary **signatures, evaluations,** and **graduation fee receipt**, to the Enrollment Services Office.

Deadlines to apply for Graduation

Fall Semester (December) first Monday in November
 Spring Semester (May) first Monday in March
 Summer Semester first Monday in June

1. Student Information (Student Completes) Please Print Clearly

Name: Last _____ First _____ M.I. _____

Name as You Would Like It to Appear on Diploma _____

Student Identification # _____

Mailing Address: Street (PO Box) _____ City _____

State _____ Zip _____ Phone: Home _____ Work _____

Graduation Semester and Year: Fall of _____ Spring of _____ Summer of _____

2. Degree/Certificate Information

Will transfer credits be used to meet graduation requirements? Yes No

*Credits being transferred from other institutions **must** be submitted before the application for graduation deadline.*

Major/Certificate Requirements: Major _____ Catalog Year _____

Degree type: Associate in Arts Associate in Business Associate in Science
 Associate in General Studies Associate in Applied Science

Certificate type: Occupational AGEC—A AGEC—B AGEC—S

3. Signatures

Student: _____ Date: _____

Testing Center: _____ Date: _____

Type of Honors: _____ PTK Credits: _____ GPA: _____ Term: _____

Processed By: _____ Date: _____