



GRADUATION APPLICATION

INSTRUCTIONS

Potential graduates are strongly encouraged to submit an application the semester in which they are expected to graduate. Submit a separate application with each certificate and degree requested.

1. Please **complete section "A" only**. In order to expedite in the processing of your application, it is very important to fill out all the information. Make sure your name is printed legibly and is written exactly as you want it to appear on your degree and /or certificate. (See list of degree codes and majors attached to the application.) Once you have submitted the attached application and later decide to change your name there will be a \$20.00 charge to re-order a diploma with the changed name.
2. To have your degree and/or certificate confirmed in **December**, the deadline for this application is, **October 14**. Should you miss the application deadline, your degree and/or certificate will be considered for the next graduation cycle. To receive your degree and/or certificate in **May** the deadline for this application is, **March 14** If you missed the graduation deadline or are short (4 or less) credits to graduate, your degree/certificate will not be ordered until all requirements have been met and **another application has been filled out**. You may request special permission to participate in the ceremony by filling out an Appeals Form no later than **April 30**. Appeal forms can be picked up at the Registrar's office. Your name may not be printed in the commencement program book. *****To have your degree and/or certificate confirmed in August, the deadline for this application is, July 14***** Should you miss the application deadline, your degree and/or certificate will be considered for the next graduation cycle.
3. The Registrar's office will notify all graduates regarding the result of their degree/certificate evaluation. All degrees and/or certificates **will be mailed** to your stated residence. For more information regarding your application status, please contact Gail Anne Arroyo at (860)512-3234 or at garroyo@mcc.commnet.edu.
4. You may mail, fax or drop off your application(s) to the Registrar's Office. Our mailing address is P. O. Box 1046 MS#13, Manchester, CT 06045-1046 (**postmarked no later than October 14th, March 14th, or July 14th**), and the fax number is (860)512-3221.
5. If you requested a **second degree**, you must complete a minimum of 15 credits beyond the number required for the initial degree, and fulfill all requirements of the second degree. You must submit another graduation application for each degree.
6. All graduates and their guests are invited to attend the Commencement Exercises. All degrees and certificates are conferred in the Ceremonies. December and May graduates will be notified in writing by early May when to pick up their invitations and caps/gowns.
7. All official transcripts from courses taken at other institutions must be on file by the deadline given by the Registrar's Office. All candidates must follow graduation policy. Degrees will not be confirmed if all the necessary paperwork is not on file.



Graduation Application
December, May, and August Graduates

Please complete **Section A** only and return the completed Application
to the **Registrar's Office, MS#13 P.O. Box 1046, Manchester, CT 06045-1046.**

SECTION A: Student

PLEASE PRINT YOUR NAME LEGIBLY AS IT SHOULD APPEAR ON YOUR DIPLOMA

PRINT NAME: _____
LAST FIRST MIDDLE

LIST ANY FORMER NAMES: _____

BANNER # or SSN # _____

PRINT ADDRESS: _____
STREET TOWN CITY/ZIP

E-MAIL ADDRESS _____

PHONE: _____
HOME WORK

DATE OF BIRTH: _____ SEX: Female Male

When do you expect to Graduate? Year: _____ Fall Spring Summer **REAPPLICATION**

Year you declared your major _____

CURRICULUM: Degree Code # _____ Major Degree: _____
(Refer to back of application for code # - degree name)

Circle ONE: A.S. A.A. **CERTIFICATE**

List other colleges attended or in progress to complete degree requirements:

**All Official Transcript(s) from other institution(s) must be dropped off or mailed to
Registrar's Office
PO BOX 1046, MS#13, MANCHESTER, CT, 06045-1046**

I acknowledge that by signing this application I give MCC permission to print my name and academic major in the commencement brochure, to have my academic major announced at the graduation ceremony and to have my photo/image taken and possibly used by the college as a part of its publicity and marketing efforts if I choose to attend. Call the Registrar's office if you have any questions regarding this information.

STUDENT'S SIGNATURE: _____ DATE _____

FOR OFFICE USE ONLY

Degree Sequence No. _____

SECTION B: Initial Review

Advanced credit _____
Hours completed at MCC _____
CNLP OR CLEP _____
Current semester hours _____
Total _____
GPA CUM _____
Reviewed by: _____ Date: _____
Potential Grad Receipt No: _____
Date: _____

SECTION C: Final Review

Total credits earned _____
GPA CUM _____
Date of Graduation _____
Pending _____ Y _____ N
Awarded _____ Y _____ N
Honors _____
Reviewed by: _____ Date: _____

Degree Codes	Majors	Your Degree Will Read
B11BA07	Accounting, Career	A.S. Accounting
B11BA05	Accounting & Business Administration, Trans BOT, Business Office Technology	A.S. Accounting and Business Administration
B11BA46	Administrative Assistant, Medical	A.S. Business Office Technology
B11BA44	Administrative Assistant, Office	A.S. Business Office Technology
B11BA45	Administrative Assistant, Legal	A.S. Business Office Technology
B11BA67	Business Administration, Career	A.S. Business Administration
B11BA70	Entrepreneurship Option	A.S. Business Administration
B11BA53	Communication	A.S. Communication
B11BA54	Journalism Option	A.S. Communication
B11BC08	Computer Engineering Technology	A.S. Computer Engineering Technology
B11BC09	Computer Network Technology	A.S. Computer Networking Technology
B11BC10	Computer Programming Technology	A.S. Computer Programming Technology
B11BC11	Computer Science	A.S. Computer Science
B11BC12	Computer Technology	A.S. Computer Technology
B11BB03	Criminal Justice	A.S. Criminal Justice
B11BA18	Culinary Arts	A.S. Culinary Arts
B11BB06	Disability Specialist	A.S. Disability Specialist
B11BB18	Speech-Language Pathology Assistant Opt.	A.S. Disability Specialist
B11BF01	Drug/Alcohol Recovery Counselor	A.S. Drug and Alcohol Recovery Counselor
B11BA06	Early Childhood Education	A.S. Early Childhood Education
B11BA50	Engineering Science	A.S. Engineering Science
B11BA30	Environmental Science	A.S. Environmental Science
B11BB17	Foodservice Management	A.S. Foodservice Management
B11BB24	General Studies	A.S. General Studies
B11BB27	Graphic Design	A.S. Graphic Design
B11BB94	Health and Exercise Science	A.S. Health and Exercise Studies
B11BA43	Hotel-Tourism Management	A.S. Hotel-Tourism Management
B12BB68	Liberal Arts and Science	A.A. Liberal Arts and Science
B11BB68	Liberal Arts and Science	A.S. Liberal Arts and Science
B11BB43	Biology sequence	A.S. Liberal Arts and Science
B11BB45	Chemistry sequence	A.S. Liberal Arts and Science
B11BB52	Mathematics sequence	A.S. Liberal Arts and Science
B11BB54	Physics sequence	A.S. Liberal Arts and Science
B11BB84	Management Information Systems	A.S. Management Information Systems
B11BB71	Manufacturing Engineering Science	A.S. Manufacturing Engineering Science
	Manufacturing Engineering Technology	A.S. Manufacturing Engineering Science
B11BB72	Marketing	A.S. Marketing
B12BA52	Multimedia Studies	A.A. Multimedia Studies
B12BA71	Computer Game Design Option	A.A. Multimedia Studies
B12BC16	Music Studies	A.A. Music Studies
B11BB85	Occupational Therapy Assistant	A.S. Occupational Therapy Assistant
B11BA47	Paralegal	A.S. Paralegal
B11BB86	Physical Therapy Assistant	A.S. Physical Therapy Assistant
B11BB88	Respiratory Care	A.S. Respiratory Care
B11BA51	Social Service	A.S. Social Service
B11BB96	Surgical Technology	A.S. Surgical Technology
	Technology Studies	
B11BF15	Computer-Aided Design Option	A.S. Technology Studies
B11BF17	Electronics Technology Option	A.S. Technology Studies
B11BF12	Engineering Technology Option	A.S. Technology Studies
B11BF19	Industrial Technology Option	A.S. Technology Studies
B11BF20	Lean Manufacturing & Supply Chain Management Opt	A.S. Technology Studies
B11BF13	Technology Education Option	A.S. Technology Studies
B11BF23	Technology Management Option	A.S. Technology Studies
B11BC06	Therapeutic Recreation	A.S. Therapeutic Recreation
B12BA40	Visual Fine Arts	A.A. Visual Fine Arts
B12BA15	Visual Fine Arts - Photography Option	A.A. Visual Fine Arts

Codes for Certificate Programs

B13BJ05	Accounting
B13BK03	Child Development Associate
B13BK11	Computer–Aided Design
B13BK10	Computer Maintenance Technology
B13BK07	Computer Network Technology
B13BK09	Computer Programming Technology
B13BJ10	Corrections
B13BJ75	Criminal Justice
B13BJ77	Culinary Arts
B13BJ82	Dental Assistant
B13BJ83	Desktop Publishing
B13BJ86	Disability Specialist
B13BJ30	Entrepreneurship/Small Business
B13BJ74	Fitness Specialist
B13BJ01	Food Store
B13BJ55	Forensic Science
B13BJ08	Gerontology
B13BK55	Health Career Pathways
B13BJ06	Homeland Security
B13BJ02	Hotel-Tourism
B13BN13	Lean Manufacturing
B13BJ13	Marketing
B13BJ14	Media Technology
B13BK02	Medical Insurance Specialist
B13BJ50	Medical Transcription
B13BJ03	Office Support Specialist
B13BJ53	Paralegal
B13BJ07	Personal Financial Planning
B13BJ87	Polysomnography
B13BK04	Professional Baker
B13BK05	Professional Cook
B13BJ51	Public Relations
B13BJ35	Social Service
B13BJ59	Speech Language Pathology Assistant
B13BN14	Supply Chain Management
B13BJ60	Sustainable Energy
B13BJ38	Taxation
B13BJ39	Therapeutic Recreation
B13BN15	Technology Management
B13BJ58	Web Technology