

# STUDENTS: KEEP THIS SHEET!!

## \*\*\* INFORMATION \*\*\*

**Q: *Why do I have to turn in a Graduation Application?***

A: The Graduation Application tells the Registrar's Office that you will be completing all of the requirements for graduation, plus gives us information like what semester you will complete all of the requirements, where you want us to send your diploma, how to contact you if we have any questions, and more.

**Q: *When do I have to turn in the Graduation Application?***

A: There are a couple of deadlines, depending on in which semester you will complete all your classes:

FALL 2022 Completion—Friday, October 14, 2022

SPRING 2023 Completion—Thursday, November 17, 2022

SUMMER 2023 Completion—Thursday, November 17, 2022

**Q: *When is the graduation ceremony?***

A: We actually call this ceremony "Commencement". There will be three separate ceremonies. Nursing Capping & Pinning will take place on Friday evening, May 5. Other Certificate and Associate of Applied Science programs will participate in the ceremony on Saturday, May 6, 2023, at 9:00 a.m. Transfer degree programs (Associate of Arts, Science and General Studies) will participate in the ceremony on Saturday, May 6, 2023, at 11:00 a.m.

**Q: *Do I have to walk in the ceremony?***

A: Students who have met all the requirements for graduation are expected to participate.

**Q: *Do I have to buy a cap & gown?***

A: Maybe. If you already have a black cap & gown, then no. If you don't have or can't borrow a black cap & gown, then yes.

**Q: *When will I receive my diploma?***



A: 8 weeks after you've completed the last class for your certificate or degree.

## \*\*\* INSTRUCTIONS \*\*\*

1. Fill out the graduation application on a computer, then print it out and take it to your advisor. If you don't know which boxes to check, ask your advisor. **DO NOT HAND WRITE THE APPLICATION**. You and your advisor must BOTH sign the application.
2. Ask your advisor to fill out a degree check sheet.
3. Pay the \$15.00 diploma fee at the Business Office.
4. Turn in the Graduation Application, Degree Check, and receipt for the \$15 to the Registrar's Office. All three must be turned in together. The Registrar's Office will not accept the application without a degree check and receipt.

\*\*\*\*\* CHECK WITH YOUR ADVISOR IN JANUARY TO SEE IF THERE ARE CLASSES \*\*\*\*\*  
\*\*\*\*\* YOU STILL NEED TO COMPLETE YOUR DEGREE \*\*\*\*\*

## \*\*\* THINGS YOU NEED TO KNOW \*\*\*

- A student must be within nine credit hours of completing their graduation requirements to participate in the Commencement Ceremony (12 credit hours for Cosmetology).
- If you do not already have a black cap & gown, you must purchase your regalia from the Saints Bookstore between April 1 and May 3. Regalia includes cap/gown/tassel and hood (the "hood" actually goes around your neck and is for Associate Degree candidates only). Honor graduates will be charged a fee for the gold honor cord.
- Remember - In recognition of the tradition and dignity of the commencement ceremony, we do not allow the decorating of your regalia in any way (**don't decorate your cap!**). 
- Only official SCCC commencement regalia may be worn during the commencement ceremony. 
- **Walking in the Commencement Ceremony does NOT mean you've graduated. You must complete all degree requirements to be considered graduated and have a degree awarded.**

\*\*\* Students who are unable to participate in the Commencement Ceremony must submit a letter/email to the Registrar's office, explaining why they cannot attend \*\*\*

# Seward County Community College

## Application for Graduation

Student ID: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Name on file with SCCC: \_\_\_\_\_ Permanent Phone #: \_\_\_\_\_

Name you want printed on your Diploma: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_  
Address City State Zip Country

MAIL DIPLOMA TO: \_\_\_\_\_  
Address City State Zip Country

Personal

E-mail address: \_\_\_\_\_ Are you a 1st generation grad? Yes  
(Neither parent has a bachelor's degree) No

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**\* I WILL FINISH THE LAST CLASS FOR THE DEGREE/CERTIFICATE IN:** Fall 2022 Spring 2023 Summer 2023

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Cert/Degree 1:	Certificate A (16-29 credit hours)	Associate of Arts	Associate of General Studies
	Certificate B (30-44 credit hours)		
	Certificate C (45-59 credit hours)	Associate of Science	Associate of Applied Science

Major: \_\_\_\_\_

Cert/Degree 2:	Certificate A (16-29 credit hours)	Associate of Arts	Associate of General Studies
	Certificate B (30-44 credit hours)		
	Certificate C (45-59 credit hours)	Associate of Science	Associate of Applied Science

Major: \_\_\_\_\_

Cert/Degree 3:	Certificate A (16-29 credit hours)	Associate of Arts	Associate of General Studies
	Certificate B (30-44 credit hours)		
	Certificate C (45-59 credit hours)	Associate of Science	Associate of Applied Science

Major: \_\_\_\_\_

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**CHECK WITH YOUR ADVISOR IN JANUARY TO SEE IF THERE ARE STILL CLASSES YOU MUST TAKE TO GRADUATE**

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I have read the information sheet (page 1). I understand that if I cannot participate in the commencement ceremony, I must submit a letter or email to the registrar's office explaining why. I also understand that diplomas will be mailed out about two **(2) months after completing all courses** for my certificate or degree.

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

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

**\*\*DIPLOMA WILL BE MAILED TO YOU APPROXIMATELY 2 MONTHS AFTER DEGREE REQUIREMENTS ARE COMPLETED\*\***

DO NOT WRITE BELOW THIS LINE. REGISTRAR OFFICE USE ONLY.

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