



GRADUATION APPLICATION

PRIORITY DEADLINES

Spring/Summer: Last Friday in March
Fall: First Friday in November

Record Number For Office use only.

STUDENT INFORMATION - PLEASE PRINT LEGIBLY

Full Name: _____ Student ID # (not MEID): _____

Note: The name printed on the degree/certificate will be the same as the Primary Name recorded in EMCC's Student Information System.

GRADUATION INFORMATION - TO BE COMPLETED WITH AN ACADEMIC ADVISOR

Please indicate the semester and year in which you will complete your degree/certificate requirements:

- Spring/May - Year _____
 Summer/August - Year _____
 Fall/December - Year _____
 In progress & currently enrolled
 Completed Degree/Certificate

I am an active member of Phi Theta Kappa (PTK) Yes No

List all schools attended (excluding Maricopa County Community College District (MCCCD) Schools):

All approved substitutions and/or Credit by Evaluation forms are attached or on file with A,R&R.

DEGREES/CERTIFICATES APPLYING FOR:

Associate in:

_____ Plan Code _____
 _____ Plan Code _____
 _____ Plan Code _____
 _____ Plan Code _____

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Distinction:

Current GPA _____	D / HD / HSD	Final GPA _____	D / HD / HSD
Current GPA _____	D / HD / HSD	Final GPA _____	D / HD / HSD
Current GPA _____	D / HD / HSD	Final GPA _____	D / HD / HSD
Current GPA _____	D / HD / HSD	Final GPA _____	D / HD / HSD

Certificate in:

- AGEC-A (8001N)
 AGEC-B (8002N)
 AGEC-S (8003N)

_____ Plan Code _____ Plan Code _____
 _____ Plan Code _____ Plan Code _____

A completed unofficial check sheet is attached to this application.

Note: The catalog year listed on the check sheet/degree audit will be used to determine student's degree eligibility.

ACADEMIC STATUS, SURVEY AND SIGNATURES:

All applicants are required to be in an **active** status before applying for graduation. All applicants must be complete the graduation survey and attach the final page of the survey to this application. Please visit www.estrellamountain.edu/graduation to access the survey.

I have read and understand the information provided on this application. I understand that my degree **WILL NOT** be posted until I have successfully completed **ALL** degree requirements as outlined by the Academic Catalog. Students who fail to comply with these requirements may be required to apply to a later graduation date. My signature gives consent to publish my name and academic recognition in the college commencement program. **If application is turned in after the deadline**, your name is **NOT** guaranteed to appear in the commencement program.

Student's Signature: _____ Date: _____

Advisor's Printed Name: _____ Initials: _____ Date: _____

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Received Date	FileMaker Date (Applied)	SIS Date (Applied)	Reviewed Date	SIS Date (Awarded/Denied)	FileMaker Date (Awarded/Denied)
_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INITIALS	INITIALS	INITIALS	INITIALS	INITIALS	INITIALS
ORIGINAL - Office of A,R&R		YELLOW - Student		PINK - Advisor	



GRADUATION PROCESS INFORMATION

PRIORITY DEADLINES

Spring/Summer: Last Friday in March

Fall: First Friday in November

- 1. Meet with an advisor to review your Graduation Application. The advisor...**
 - will review the graduation requirements for your respective catalog year.
 - complete a check sheet for each program you are applying for.
 - assist with selecting the final classes required for your graduation.
- 2. Complete the Graduation Survey**
 - Survey is available at www.estrellamountain.edu/graduation.
 - Print and attach the survey confirmation page to your application. **(Note: Applications will not be accepted without the survey confirmation page attached.)**
- 3. Submit your application to Admissions, Records & Registration with all documentation attached**
 - All transcripts from schools outside of the MCCCDC must be on file with Admissions, Records & Registration before you application can be accepted or reviewed. It is the student's responsibility to request these transcripts. **Hand carried transcripts will not be accepted.**
- 4. Admissions, Records & Registration will document receipt of your application and process when all course work is completed.**
 - If all course work is completed when the application is submitted, Admissions Records & Registration will process your request. Applications will be processed within 60 days of the last day of the term applied for.
- 5. Commencement Ceremony**
 - There is only one Commencement Ceremony which will be held in May of every year.
 - If you plan to participate in our annual Commencement Ceremony you will need to pay a \$25 Commencement Fee (one time fee, refundable up to 2 weeks prior to graduation). The Commencement Fee includes cap, tassel, gown, honor cord for distinction (if applicable), 5 announcements, diploma cover and participation in the Commencement Ceremony.
 - The Commencement Fee is due to the Cashier's Office no later than one week prior to the May Commencement Ceremony.
 - Your Graduation Application **MUST** be turned in to the Admissions, Records and Registration Office **NO LATER** than the **FIRST FRIDAY in APRIL** to assure your name and any associated distinctions appear in all printed Commencement related materials. **(Note: Graduation Applications turned in after the First Friday in April will still be accepted.)**
 - If your application is turned in after the First Friday in April deadline, we will be unable to guarantee that your name will appear in the Commencement Program.
 - Participation in the Commencement Ceremony **DOES NOT** confirm graduation or completion of a certificate and/or degree.
 - Specific information regarding the Commencement Ceremony, (date, time, location), will be provided to all applicants via your Official Student Email in April of every year. For details you may also visit; www.estrellamountain.edu/graduation/ceremony.
- 6. Transcripts**
 - You will be notified via your Official Student E-Mail as to when successful completion of your degree requirements has been posted to your Student Account. **(Note: This notification is NOT related to the printed diplomas which are completed in a batch once all applications have been processed for the given semester, i.e. Spring, Summer or Fall.)**
 - Any debts within MCCCDC must be cleared before Official Transcripts can be requested.
- 7. Mailing of Diplomas or Certificates**
 - Once grades have posted and degree requirements are met, you will be notified via your Official Student E-Mail account regarding approval/denial of your application.
 - Once Diplomas or Certificate have been printed, they will be mailed to the address on file in your Official Student Center. **(Please assure that your address is up to date. This can be done via your Student Center, or at the Admissions, Records & Registration counter. A change of address cannot be processed over the phone.)**