HOW TO APPLY FOR GRADUATION

For all Associate degrees, you need a minimum of 60 credits and 15 should be from here at EMCC. For all Certificate programs, you should have at least 6 credits here at EMCC.

You can check your progress by using the Degree Progress Report on your Student Center:

- Log in to https://my.maricopa.edu with your MEID and password
- Select the "Academic Progress" tile
- Choose "Degree Progress" from the navigation menu on the left
- Your program plan **must** be correct for this tool to work – you can check this from the "View Current Admissions" tile. **If your current plan is incorrect, you will need to update that before you can apply.**

Once you believe that you are ready to apply for graduation and all requirements are met, you will meet with your advisor to complete your application for graduation.

** Pro-tip: You can also complete this process much faster via email

Make an appointment with your advisor *or* email them to request completion of your graduation application.

You will fill out "Student Information" on the top of the graduation application here - https://bit.ly/EMCGradApp - and sign and date the bottom.

STUDENT INFORMATION - PLEASE PRINT LEGIBLY

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

Your advisor will fill out the "Graduation Information" and "Degrees/Certificates Applying For" sections.

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:	FOR A,R&R OFFICE USE ONLY	
	Distinction:	
_____Plan Code_____	Current GPA_____ D / HD / HSD	Final GPA_____ D / HD / HSD
_____Plan Code_____	Current GPA_____ D / HD / HSD	Final GPA_____ D / HD / HSD
_____Plan Code_____	Current GPA_____ D / HD / HSD	Final GPA_____ D / HD / HSD
_____Plan Code_____	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.

Complete the graduation survey here - https://bit.ly/EMCGradSurvey - and screenshot the completion page.

Thank You for Completing the
Estrella Mountain Community College
Student Commencement Survey!

Please <u>print</u> & <u>attach</u> this page to your
<u>graduation application!</u>
This page serves as your confirmation of completion.

Submit the completed graduation application **and** the graduation survey confirmation page to your advisor for completion. If you update your program plan in order to apply, save a copy of the PDF showing your updates and submit that to your advisor as well.

Advisement will review your credits and create/update a check sheet for your program to ensure you meet all requirements. Once that is verified, they will submit all documents to Admissions and Records on your behalf and send you copies of your graduation application and supplemental documentation proving that you are now in applied status.

Please note: EMCC offers *one* commencement ceremony per year in May. All Fall, Spring, and Summer graduates are welcome to participate. In order to guarantee your spot in the program, you will need to submit your application no later than the last Friday in March.

The final deadline for graduation applications is the last date of the semester in which you are graduating.