



GRADUATION APPLICATION INSTRUCTIONS

1. This form is for students who are completing their courses by the end of the term. Please take your time to carefully read the directions and thoroughly complete the application. Prior to applying for graduation, it is highly recommended to meet with your guided pathways advisor or Program Advisor to complete a preliminary audit of your degree. Students must meet the minimum requirement of an overall 2.0 GPA in order to apply for graduation.
2. Please fill out the attached application completely and legibly. Your completed pdf form along with your degree evaluation may be submitted to the Registrar's Office by one of the following ways: A) In person, B) Mail, C) Fax, or D) Email: ho-regstudentservice@hcc.commnet.edu, when emailing, all forms must be in pdf format before being submitted. Applications must be received before the deadline of your graduation term. Directions on how to print out your graduation evaluation are on the reverse side.
3. Due dates to submit your Degree or Certificate Application. Note: No late applications will be accepted.

Spring	2023	April 28
Summer	2023	August 4
Fall	2023	December 8
4. The Registrar's Office will notify all potential graduates via their active student email account regarding the results of their evaluation. Please continue to monitor your student email account for further correspondence as when, where, and how diplomas will be submitted to students.
5. If you require any exceptions, course substitutions, or waivers for graduation, it is the student's (your) responsibility to make sure all forms are documented by the department chair, Academic Dean's office, and submitted to the Registrar's Office by mid-term of the semester you wish to graduate. This documentation is part of your permanent graduation file. If you are using transfer credits, please check your transcripts to confirm your credits have been officially accepted.
6. If you are requesting a second degree, you must complete all program requirements and must have no less than 25% of the total credits required in the new program as additional hours of credit. You must submit a separate graduation application for each degree. Please be advised, potential graduates are only allowed to participate in commencement exercises once per degree/certificate program, per academic year.
7. There is only one Commencement Ceremony in May which is held at the end of the spring term.. Graduates from Summer and Fall terms are encouraged to attend the Spring Commencement. If you do not meet all the requirements for Graduation, you will have to reapply. However:
 - A. If you have applied for May graduation and are expected to complete your program in May but do not pass 2 courses or fewer, you will still be invited to participate in the Commencement ceremony provided you register for the courses you need in the subsequent summer or fall semester.
 - B. In order to participate in the May commencement ceremony, Spring applicants must have no more than 2 courses remaining, to complete over the subsequent summer or fall semester.
 - C. You may attend/participate in the graduation ceremony; however, your actual degree or certificate conferral will occur once **all** course requirements for your degree or certificate have been successfully completed.
8. All graduates and guests are invited to attend the Commencement Exercises. You will be notified by the Campus Dean of Students and Faculty Office as to How, Where, and When to pick up tickets, Cap and Gown.



Directions to print student Degree Works Graduation Evaluation

- 1) Sign on to your CommNet account, by entering your NET ID and Password
- 2) Click HCC if Applicable
- 3) Click on “Access Degree Works”
- 4) Enter your student number and tap the enter key on your keyboard.
- 5) Make sure your major is correct before printing out your evaluation.
- 6) Print out the entire Evaluation making sure all the areas appear on your print out.

Completed sections will be designated with a green check mark and bubble.

Areas with a red bubble are **NOT MET** and will need to be completed, speak with your program advisor or the advising office for proper course selection.



HOUSATONIC COMMUNITY COLLEGE

GRADUATION APPLICATION

PRINT NEATLY & CLEARLY IN ORDER TO AVOID ANY DELAYS WITH YOUR EVALUATION STATUS

Please submit this application to the Registrar's Office with a copy of your Degree Works Evaluation.

Banner ID #: @ _____ Graduation Term & Year: 20__ __ Spring __ Summer __ Fall __

Name: _____
First Middle Last

Address: _____
Street City State Zip

Phone #: ____ / ____ / ____ Email: _____

Check the box to update your address if different from our records/system.

Program 1: _____ Degree: ____ Certificate: ____

Program 2: _____ Degree: ____ Certificate: ____

PRINT your name on the line below as you would like it to appear on your diploma.

Name: _____
Print NEATLY & CLEARLY your name exactly as you wish to have it appear on your diploma. Any misprinted names will require a new order and fee.

Are you a Veteran? Yes: ____ No: ____ If Yes, please check ONE of the following below:

____ Air Force ____ Army ____ Marines ____ Navy ____ Coast Guard ____ National Guard

IMPORTANT INFORMATION

By signing this graduation application, I (student) acknowledge that I give HCC permission to print my name and academic major in the commencement brochure, and have this information announce at the graduation ceremony, along with any appropriate press releases.

By signing I am also acknowledging the following: 1) I will pay all outstanding balances to the Student Accounts Office/Bursar, 2) I will review any and all commencement information on HCC's website, 3) I agree to check my HCC Student email account for follow up graduation information from the Registrar's Office. The college is not responsible for any incorrect information you may provide.

Your completed graduation application along with your degree evaluation may be submitted to the Registrar's Office by one of the following ways: A) In person, B) Mail, C) Fax, or D) Email: ho-regstudentservice@hcc.commnet.edu, when emailing, all forms must be in pdf format before being submitted.

Signature: _____ Date: ____ / ____ / ____