



# APPLICATION FOR DEGREE/CERTIFICATE

(Print name as it should be on diploma or certificate)

Name \_\_\_\_\_ Emplid: \_\_\_\_\_  
First Middle Last SS# \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street City State Zip

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ email \_\_\_\_\_ Campus \_\_\_\_\_

|                        |                          |
|------------------------|--------------------------|
| DATA ENTERED           |                          |
| GRADUATION OFFICE ONLY |                          |
| Fall _____             | Spr _____                |
| Sum _____              |                          |
| Completed:             | <input type="checkbox"/> |
| GPA:                   | _____                    |
| Honors _____           | High Honors _____        |
| Highest Honors _____   |                          |

## Graduation Information

### Graduation Application

Applications should be filed either the semester prior to or the semester in which the student plans to graduate. Students should complete the Application for Degree/Certificate Form and pay the \$10.00 filing fee. The application fee is good for one year but students who do not complete the degree requirements in the semester in which they filed MUST contact the Graduation Office to activate their file for the subsequent term. **Diploma reprint charge is \$15.00**

### Transfer Evaluation

Be sure you have sent all transcripts for course work from institutions other than Houston Community College to the Office of Student Records, P.O. Box 667517, Houston, TX 77266-7517. You should make an appointment with a counselor to have your transfer work evaluated.

### Degree/Educational Plan

Meet with a counselor to update your degree plan and verify that you have completed all the necessary coursework and institutional requirements. This will show all work completed prior to the semester of graduation, courses in progress, transfer work applied to your degree, and any course substitutions and approvals. This updated plan should be attached to the graduation application.

### Financial Aid

If you have received any form of financial aid, you are required by your loan agreement and federal regulations to complete an exit interview prior to graduation. Students may complete the exit interview on-line at [www.collegexit.com](http://www.collegexit.com) Exit interviews are designed to give an overview of a student's rights and responsibilities as a borrower with an emphasis on repayment.

### Honors

Honors for the graduation ceremony will be calculated through the fall semester. Students must be within 12 semester hours of completion in order to have honors calculated for the graduation program. Honors designation on the actual diploma will reflect all coursework.

### Diplomas

Diplomas will be mailed six weeks after the end of semester date. If your address changes after you apply for graduation, please call the Graduation Office at (713) 718-8515 and report the changes.

### Privacy

All students who complete the application for degree/certificate will have his/her name printed in the annual graduation ceremony program. If you

do not want your name to appear on the commencement program, you must notify the Office of Student Records prior to April 15.

### Ceremony

The graduation ceremony is held in May for the fall and spring graduates and students who plan to complete their work in the summer. Summer graduates must apply by the spring deadline to be eligible to participate. Information regarding the ceremony will be mailed to students in March and update information is available on the Graduation Hotline at 713-718-8222. All participants will wear academic regalia, which can be purchased at the college bookstores. You may also purchase graduation announcements from the bookstores.

### Following Graduation

You will be contacted by the Institutional Research Office for graduate follow-up information. Completion of these questionnaires will assist us in evaluation of our programs and services. HCC also has an Alumni Organization that we encourage you to join. As a member of the Houston Community College Alumni Organization you can help in the college's continued growth and development.

**Graduation Application Deadlines:** Fall - October 15 Spring - February 15 Summer - June 15 (Diplomas are printed three times a year according to these deadlines)

**Diplomas Mailed:** Fall - End of January Spring - End of June Summer - End of September

The Application must be received by the deadline to insure that your degree is posted to your transcript at the end of the semester and that your diploma will be processed on time.

Students who apply after the deadline are automatically processed with the next semester's group.

## Associate Degree

I Hereby Make Application for the Following Degree:

Associate in Arts  Associate in Science  Associate of Arts in Teaching

Associate in Applied Science in: \_\_\_\_\_

Anticipated Semester and Year of Completion of last course:

Fall \_\_\_\_\_  Spring \_\_\_\_\_  Summer \_\_\_\_\_

### Do You Wish a Printed Diploma?

Yes (Enclose \$10.00. Allow 6 weeks after the end of semester)

No (Degree will be posted on transcript only)

### Are You Applying Any of the Following Toward Your Degree:

Advanced Placement  Yes  No

Credit By Exam  Yes  No

Transfer from Other College  Yes  No

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Certificate of Completion

I Hereby Make Application for the Following Certificate:

Certificate of Completion in: \_\_\_\_\_

Anticipated Month and Year of Completion of last course:

Fall \_\_\_\_\_  Spring \_\_\_\_\_  Summer \_\_\_\_\_

### Type of Certificate (Choose Only One)

Printed Diploma (Enclose \$10.00. Allow 6 weeks after the end of semester)

Typed Certificate (Allow 2 weeks after grades are received. No charge)

### Are You Applying Any of the Following Toward Your Certificate:

Advanced Placement  Yes  No

Credit By Exam  Yes  No

Transfer from Other College  Yes  No

|                  |                     |                   |
|------------------|---------------------|-------------------|
| Office use only: | Fee receipt # _____ | Amount Paid _____ |
|                  | Collector _____     | Date _____        |