

# AGREEMENT / CONSENT FOR ANNOUNCEMENT AND PUBLICATION OF STUDENT GRADUATION INFORMATION

## CERTIFICATE APPLICATION FOR GRADUATION

**\*\* ATTENTION STUDENT \*\***

A complete and separate application for graduation must be submitted for each degree or certificate. Do not combine applications!

THE STUDENT NAMED BELOW AGREES TO THE RELEASE OF GRADUATION AWARD AND MAJOR INFORMATION --

I authorize Norwalk Community College ("NCC") to publish and announce my degree and/or certificate award(s) and my major at the NCC celebratory Commencement ceremony, in the Commencement booklet, and in publications that announce the celebration of my educational achievement.

Student LAST Name \_\_\_\_\_ FIRST Name \_\_\_\_\_ Middle Initial \_\_\_\_\_  
(Please PRINT)

Student Signature \_\_\_\_\_  
(Please SIGN full name.)

Student I.D. # \_\_\_\_\_

Date \_\_\_\_\_

### **Important Notice to Students:**

1. Refer to the College Catalog on the web for graduation eligibility requirements.
2. **Your name on your diploma will be written as it appears in your myCommNet account with your First Name, Middle Initial, and Last Name.** Any requests for name changes to your student record must be submitted to the Records Office – room E102 by the deadline for the Application for Graduation. All name change requests must be supported with legal documentation that reflects the name change and a valid driver's license or passport in the current name.
3. **Marching in the May Commencement Ceremony does not certify that you have graduated.** May Commencement is a celebration. Degree and certificate candidates for graduation are normally certified / awarded several weeks after the Ceremony or after the end of the term following a thorough review of all degree requirements. August candidates are awarded in October, December candidates are awarded in February, and May candidates are awarded in July.
4. **Incomplete coursework must be completed and Incomplete grades changed by your instructor by no later than 2 weeks after the term end date** in order to be eligible for graduation for the requested term.
5. **Transfer credit, CLEP, or credit by exam** must appear on your NCC transcript by the end of the semester.
6. **Diplomas** are mailed to your mailing address as it appears in your myCommNet account. If you need to change your mailing address you must complete a Change of Address form in the Records Office – room E102. There is no charge for your original diploma. There is a \$50.00 fee for replacement diplomas.

# Address / Telephone Verification for Candidates for Graduation

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**PLEASE PRINT CLEARLY! - Complete steps 1 - 5.**

Your diploma and future e-mails will be sent to the addresses you provide below. Please be sure to print clearly. There is a \$50.00 diploma replacement fee.

## **STEP 1** - FILL IN THE INFORMATION BELOW

STUDENT I.D. #: \_\_\_\_\_

NAME \_\_\_\_\_  
LAST FIRST MI

## **STEP 2** - In the box below CLEARLY print your current **E-MAIL ADDRESS**.

**E-MAIL ADDRESS:**

## **STEP 3** - \*\*In part "A" below clearly print your current **MAILING ADDRESS**.

\*\* **If** your current mailing address in part "A" is a P.O. Box address, **then** also print your Permanent Street address in part "B." P.O. Box addresses will not be accepted without a Permanent Street address in part "B."

**A.** FULL STREET ADDRESS or P.O. Box Number \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

If you entered a preferred P.O. Box mailing address in part "A" above, then you must enter your permanent street address here in part "B."

**B.** FULL STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

## **STEP 4** – Clearly print your current **TELEPHONE NUMBERS** including area codes.

HOME PHONE ( ) \_\_\_\_\_ WORK PHONE ( ) \_\_\_\_\_

CELL PHONE ( ) \_\_\_\_\_

## **STEP 5**

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# NORWALK COMMUNITY COLLEGE GRADUATION APPLICATION

## CERTIFICATE APPLICATION FOR GRADUATION



### IMPORTANT DEADLINE DATES:

♦MAY Graduation – First Friday in March

♦AUGUST Graduation – August 15<sup>th</sup>

♦DECEMBER Graduation –  
First Friday in November

IMPORTANT NOTE: NCC awards degrees/certificates three times per year, but there is only one Commencement Ceremony. **If you plan to complete your last course requirements (one or two courses) during the Summer, you must apply for AUGUST graduation by the March deadline if you want to participate in the current year's Commencement Ceremony.** If you are taking courses to complete degree requirements in the Summer, you should circle AUGUST below to indicate that you will complete course requirements during a Summer session in June, July or August.

### INSTRUCTIONS:

1. **Type or print** (in ink) all information AND FOLLOW THESE DIRECTIONS IN THE ORDER BELOW.  
Those applying for a Degree should use the DEGREE APPLICATION form.
2. If you are using transfer credit from another college, CLEP, or credit by exam toward your degree, that credit must appear on your NCC transcript by the end of the semester. Contact the Counseling Center – room E104, for more information.
3. Logon to your myCommNet account to print your degree evaluation in landscape format. **(See attached instructions.)**
4. **Bring your degree evaluation with you when you meet with your advisor.** Your advisor may give you a Curriculum Check Sheet and talk with you about transfer and career opportunities. Course Substitution Form(s) may be required if the courses you have taken toward your degree don't match the courses listed on your Curriculum Check Sheet. Requests for additional degrees beyond the second will be forwarded to the Academic Dean for approval.
5. Complete the Graduating Student Survey. (Available at the Records Office if not included with this application.)
6. RETURN the completed Application, Degree Evaluation, Curriculum Check Sheet (if required), Substitution forms (if necessary), and Graduating Survey to the Records Office (Room E102) by the above deadline.

**TYPE OR PRINT YOUR LEGAL NAME BELOW EXACTLY AS IT IS IN myCommNet.**

### IMPORTANT NAME AND ADDRESS INFORMATION:

- 1) IF THE NAME YOU WANT ON YOUR DIPLOMA DOES NOT MATCH THE NAME ON YOUR NCC TRANSCRIPT, then before submitting this application to the Records Office you must submit a) a NAME CHANGE FORM along with b) the required LEGAL DOCUMENT that reflects the name change and c) your valid DRIVER'S LICENSE or PASSPORT in your current name.

NAME \_\_\_\_\_  
FIRST MIDDLE LAST

STUDENT ID# (BANNER) @ 

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 BIRTH DATE 

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MAJOR \_\_\_\_\_ TELEPHONE (Day) \_\_\_\_\_

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

**I WILL COMPLETE ALL COURSEWORK FOR GRADUATION BY THE END OF:** (Circle the month and write the year.)

MAY \_\_\_\_\_ (year) AUGUST \_\_\_\_\_ (year) DECEMBER \_\_\_\_\_ (year)

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## Degree Evaluation Instructions for Student Self-Service

- ✓ Go to: [www.ncc.commnet.edu](http://www.ncc.commnet.edu)
- ✓ Login to: *myCommNet*
- ✓ Key in your: *NetID*
- ✓ Key in your: *Password* ; then Click on: *Login*
- ✓ Click on: *Student Tab*
- ✓ In the “Student Self-Service” area, Click on: *Click here to access your Student/Academic records*
- ✓ Click on: *Student Records*
- ✓ Click on: *Student Degree Evaluations*
- ✓ Select Current Term
- ✓ Click on: *Submit*

✓ Click on: <i>Generate New Evaluation</i>	<b>OR</b>	○ Click on: ( <i>“Click” here to continue</i> ) <i>What-if analysis</i>
✓ Click in: <i>Program button</i>		○ <i>Select: Current Term</i>
✓ Click on: <i>Generate Request</i>		○ Click on: <i>Continue</i>
✓ Click on: <i>Detail Requirements button</i>		○ <i>Program: Select a program</i>
✓ Click on: <i>Submit</i>		○ Click on: <i>Continue</i>
✓ <i>Print using landscape as the paper orientation</i>		○ <i>First major: Select a major</i>
		○ Click on: <i>Submit</i>
		○ Click on: <i>Generate Request</i>
		○ Click on: <i>Detail Requirements</i>
		○ Click on: <i>Submit</i>
		○ <i>Print using landscape as the paper orientation</i>



For Phi Theta Kappa Use Only:

CUM GPA \_\_\_\_\_ YES \_\_\_\_\_

PROGRAM GPA \_\_\_\_\_ NO \_\_\_\_\_

By: \_\_\_\_\_  
Phi Theta Kappa Advisor

**FILL OUT THIS PAGE ONLY IF YOU ARE A PHI THETA KAPPA MEMBER.**

NOTICE! SUBMIT THIS FORM ALONG WITH YOUR APPLICATION FOR GRADUATION!

Dear Phi Theta Kappa Member,

Please fill out this form and return it to the Records Office with your graduation packet when you apply for graduation. This is so we can honor you in the graduation program. Please print clearly. **You do not need the PTK advisor's signature.**

PTK gold seals, which you can affix to your diplomas, will be provided at Commencement.

Name: \_\_\_\_\_  
FIRST MIDDLE INITIAL LAST

Address: \_\_\_\_\_

Student ID # @ \_\_\_\_\_

Phone Number: (Day) (\_\_\_\_\_) \_\_\_\_\_

Semester you joined Phi Theta Kappa: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Year \_\_\_\_\_

Norwalk Community College encourages Phi Theta Kappa members to wear the gold monogrammed stole and gold tassel at Graduation, but **YOU ARE RESPONSIBLE FOR ORDERING THEM.** To order your Phi Theta Kappa stole and tassel, please go to [www.ptk.org](http://www.ptk.org) and click on "Recognitions."

# COURSE SUBSTITUTION FORM

## SECTION I

### STUDENT INFORMATION with REQUEST FOR WAIVER / SUBSTITUTION

1. Completely fill out this section **in consultation with your advisor**.
2. Present this form with your Curriculum Check Sheet and Student Degree Evaluation to your Program Coordinator / Advisor.
3. This form must be signed by you, your program coordinator, and the Department Chairperson of the course to be waived.
4. Return the completed form to the Records Office - room E102 by the *Application for Graduation* deadline.

STUDENT ID: @\_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: Home \_\_\_\_\_ Cell \_\_\_\_\_

CURRICULUM: \_\_\_\_\_

ANTICIPATED GRADUATION DATE: \_\_\_\_\_

COURSE REQUESTED TO BE WAIVED: \_\_\_\_\_

COURSE REQUESTED TO BE SUBSTITUTED: \_\_\_\_\_

LIST ANY PREVIOUS COURSES THAT WERE WAIVED: \_\_\_\_\_

STUDENT'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION II

### PROGRAM COORDINATOR and DEPARTMENT CHAIRPERSON

1. Review the Curriculum Check Sheet / Degree Evaluation to verify the legitimacy of the course substitution.
2. Sign and date this form after indicating below either approval or disapproval of the above substitution.

As Coordinator of the \_\_\_\_\_ curriculum I have reviewed the student transcript and check sheet / degree evaluation.

I **APPROVE** THE ABOVE COURSE WAIVER / SUBSTITUTION \_\_\_\_\_

I **DISAPPROVE** THE ABOVE COURSE WAIVER / SUBSTITUTION \_\_\_\_\_

**REASON FOR APPROVAL OR DISAPPROVAL:**

\_\_\_\_\_  
\_\_\_\_\_

Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If Approved:

**Signature / Concurrence of Department Chairperson of Course to be Waived:**

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