

GRADUATION APPLICATION CHECKLIST

- COMPLETE THE APPLICATION IN ITS ENTIRETY.** Incomplete and/or inaccurate applications will be returned.
- A separate application is **required** for each degree, diploma, and/or certificate.
- An accurate Degree Audit Report (your DARS) must be attached. The audit must be for the major you indicate on your application and it must read **"ALL REQUIREMENTS COMPLETE – IN PROGRESS COURSES USED"** or **"ALL REQUIREMENTS IDENTIFIED BELOW HAVE BEEN MET"**.
 - To correct your major or catalog year term, contact Admissions and Records.
 - If your audit indicates a requirement is missing, you must meet with your advisor/counselor to resolve the issue before submitting the application.
 - Applications submitted without a complete DARS will not be processed and will be returned to you.
 - Your DARS audit can be accessed through e-services. Be sure to click the "printer friendly" button at the top of the audit before printing it.
- If you are transferring in courses for your last semester, indicate the courses and the school they are transferring from in the "Student notes" section of the application.
- All notifications regarding your application, graduation, and commencement will be sent by an automated process to your **RCTC STUDENT EMAIL**. Be sure to check your email on a regular basis.
- Mailings for commencement and diplomas will be sent to the permanent address listed on file.
- Review your student record through e-services to make sure your name, address, and phone number are accurate. This is the information that will be used to contact you regarding graduation. *It is your responsibility to make sure the information on file is accurate.*
- Per college policy: Applications that are received after a term has concluded will be processed for the subsequent term - degree notations will not be back-dated to a term that has ended for any reason.

GRADUATION APPLICATION

NAME: _____ **STINGER ID:** _____

AWARD: 2+2 AA AFA AS AAS Diploma Certificate

MAJOR: _____ **OFFICE USE Major Code:** _____

GRADUATION TERM: Fall Spring Summer **YEAR:** _____

Hometown information is printed in the commencement program and is used to notify newspapers for graduation publications.

Hometown CITY: _____ **STATE:** _____ **ZIP:** _____

Student notes to Admissions:

By signing this application you are indicating that you have read through the check list, understand how you will receive graduation notifications, and that your contact information is updated and accurate.

Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Tentative _____ Final _____ Honors _____ High Honors _____

App. Entered _____ Degree Entered _____ Major End-dated _____

Case Rec'd _____ Case Mailed _____ Award Mailed _____

Notes: