

# NCTC APPLICATION FOR GRADUATION & COMMENCEMENT

OFFICE OF THE REGISTRAR \* NORTH CENTRAL TEXAS COLLEGE \* 1525 W. CALIFORNIA \* GAINESVILLE, TX 76240 \* 940-668-4222

**\*\*\*Clearly print or type name as you wish it to appear on your diploma.\*\*\***

DATE: \_\_\_\_\_

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

STUDENT ID#: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Address where diploma should be mailed:

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

Do you plan to attend the ceremony in December 2009 (for December graduates)? Yes  No

Do you plan to attend the ceremony in May 2010 (for May and August graduates)? Yes  No

Type of diploma or certificate for which you are applying (please refer to catalog and **check one only**):

Associate of Arts (Transfer Degree)                      Associate of Science (Transfer degree)

Associate of Art in Teaching (circle one major):    **EC – 4 Generalist**    OR    **4 – 8 Generalist**

Associate of Applied Science Technical (**Major**): \_\_\_\_\_ (AAS only degree that needs major)

Associate of Applied Science Health (**Major**): \_\_\_\_\_ (AAS only degree that needs major)

Certificate - Technical in (**Major**): \_\_\_\_\_

Certificate – Health Related in (**Major**): \_\_\_\_\_

Date of graduation (circle one):                      **December**                      **May**                      **August (walk in May)**

Year catalog used (circle one):                      **04-05**                      **05-06**                      **06-07**                      **07-08**                      **08-09**

**GRADUATION STATUS: Please check one:**

\_\_\_\_\_ I have completed all requirements prior to this semester.

\_\_\_\_\_ I will complete all requirements with the courses I am currently attending.

\_\_\_\_\_ I am within 12 hours of graduation (**Spring applicants only**) and must complete requirements by August.

**SCHOOLS ATTENDED: Please check one:**

\_\_\_\_\_ I completed all course work here at NCTC.

\_\_\_\_\_ I have transfer hours to apply toward graduation.

***When transcripts are submitted to NCTC credits are not automatically transferred.***

**Institutions:** \_\_\_\_\_  
\_\_\_\_\_

**\*\*\*IMPORTANT NOTICE:** Diplomas are **NOT** awarded automatically. Evaluation of records to verify whether you have completed all course requirements for graduation is done **ONLY** upon request by the student through completion and submission of this application. It must be completed, signed and returned to the Admissions Office to ensure students name is in the program no later than **OCTOBER 1<sup>st</sup> (for fall graduates) or MARCH 1<sup>st</sup> (for spring graduates)**. All applicants must submit transcripts from all schools previously attended.

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

Office Use Only:

Complete: \_\_\_\_\_

Complete w/current schedule: \_\_\_\_\_

Needs Additional Hours: \_\_\_\_\_

Received By: \_\_\_\_\_