

NCTC APPLICATION FOR GRADUATION & COMMENCEMENT

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

Print or type name as you wish it to appear on your diploma.

DATE: _____

NAME: _____

SS#: _____

PHONE: _____

EMAIL: _____

Address where diploma should be mailed:

Type of diploma 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 Year:

***Notice Deadlines

Year catalog used (circle one): 03-04 04-05 05-06 06-07 07-08

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: _____

The fee for graduation is \$15.00. Please enclose a check payable to NCTC with this application.

****THIS FEE IS NON-REFUNDABLE.****

***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 Business Office no later than **OCTOBER 1, 2007 (for fall graduates) or MARCH 3, 2008 (for spring graduates)**. All applicants must submit transcripts from all schools previously attended.

Signature of Applicant: _____

Date: _____

OFFICE USE ONLY

NOTES:

Complete: _____
Complete w/current schedule: _____
Needs additional hours: _____
Comments: _____

Amount Paid \$ _____
Received by: _____
Date: _____
Degree Posted: _____
Diploma Mailed: _____