



ST. CHARLES COMMUNITY COLLEGE

APPLICATION FOR GRADUATION CANDIDACY

Read the instructions on the reverse side of this form before completing.

Semester Requirements Will Be Completed	Application Deadline	Late Application Period
_____ December 2009	Aug. 21, 2009	Aug. 22-28, 2009
_____ March 2010	Nov. 6, 2009	Nov. 7, 2009-Jan. 22, 2010 (LPN students only)
_____ May 2010	Nov. 6, 2009	Nov. 7, 2009-Jan. 22, 2010
_____ August 2010.....	June 11, 2010	June 12-18, 2010

I would like my name and address given to four-year institutions for recruitment and scholarship information. Yes No

PRINT name exactly as you wish it to appear on your diploma. Do not include hyphens or quotation marks unless you want them to be printed on the diploma. **Use upper and lower case letters.** There will be an additional charge for the cost of reprinting any diplomas that are incorrect due to an illegible application.

FIRST

MIDDLE

LAST

TELEPHONE NUMBER

STUDENT ID NUMBER

SOCIAL SECURITY NUMBER

Indicate below the year of the catalog that you are following for your degree requirements: (If you do not indicate a catalog listed below, you will be evaluated by the current catalog.)

- | | |
|------------------------------------|------------------------------------|
| <input type="checkbox"/> 1998-2000 | <input type="checkbox"/> 2004-2006 |
| <input type="checkbox"/> 2000-2002 | <input type="checkbox"/> 2006-2008 |
| <input type="checkbox"/> 2002-2004 | <input type="checkbox"/> 2008-2010 |

YOU WILL BE NOTIFIED BY MAIL AS TO THE OUTCOME OF THIS APPLICATION.

Student Signature

Date

Rev: 2/09

I hereby declare my intention to be a candidate for the following degree or certificate (REQUIRED INFORMATION):

- Associate of Arts:** A program of general studies designed for transfer to four-year institutions, for example, liberal arts, business, accounting, criminal justice, education, etc.
 - Associate of Arts in Teaching
Circle One: Elementary / Secondary
- Associate of Science:** Pre-professional programs designed for transfer to senior institutions.
 - ADN (RN) Nursing Engineering
 - Health Information Technology
- Associate of Applied Science:** Occupational/technical programs not generally designed for transfer.
 - Business Administration**
 - Accounting Management
 - Finance Marketing
 - Business Administrative Systems
 - Child Care & Early Education
 - Computer-Aided Drafting**
 - Architectural Technology
 - Industrial Technology
 - Computer Science**
 - Computer Programming Multimedia/Web Design
 - Database Management Networking
 - Management Info. Systems Telecommunications
 - Criminal Justice: Law Enforcement
 - General Technology
 - Graphic Design
 - Human Services**
 - General Victimology
 - Gerontology Youth Services
 - Substance Abuse
 - Occupational Therapy Assistant
 - Paraprofessional Education
 - Skilled Trades
- Certificate of Achievement:** Occupational/technical programs not generally designed for transfer.
 - Business Administration**
 - Accounting Management
 - Finance Marketing
 - Business Administrative Systems**
 - Business Admin. Systems Customer Service
 - Clerical Assistant Desktop Publishing
 - Child Care & Early Education
 - Computer-Aided Drafting
 - Computer Science**
 - Adv. Network Design Programming Lang.
 - Data Management Telecommunications
 - Multimedia Web Design
 - Networking
 - Criminal Justice: Law Enforcement
 - Global Studies
 - Practical Nursing (LPN)
- Degree not listed, but previously offered at SCC:**

INSTRUCTIONS

Complete this form IN FULL. Take the completed form along with the \$30 application fee to the Cashier's office. The form must be received by the application deadline, which is set ONE SEMESTER PRIOR TO the anticipated degree completion date. (LATE APPLICATIONS will be accepted through the first week of classes for May and August candidates. A \$20 penalty fee will be charged.) The application fee is non-refundable.

Students who fail to apply for graduation during the "late application" period will be charged a fee of \$100 .

COMPLETE A SEPARATE APPLICATION FOR EACH DEGREE/CERTIFICATE YOU ARE APPLYING FOR. THE COST FOR EACH ADDITIONAL DEGREE (EARNED IN THE SAME SEMESTER) IS \$10 EACH.

A commencement ceremony is held each May. Graduates from the previous December and March and candidates for May and August graduation are invited to attend. There is no additional fee to participate in the ceremony. December, March, and May diplomas will be mailed to the graduate's home within three weeks after the May ceremony. August diplomas will be mailed to the graduate's home three weeks after the end of the summer term. Information regarding the commencement ceremony will be mailed to your home in March. Each candidate is required to be measured for a cap and gown. Measuring will take place at the SCC Bookstore. The dates for measuring will be mailed to you. Please check for notices posted in the academic hallways or call the Bookstore at 636-922-8431.

This application may be transferred (without an additional fee) to a future term by contacting the Office of the Registrar in writing. THIS MUST BE DONE THREE WEEKS BEFORE THE END OF THE SEMESTER OF THE ORIGINAL DATE OF GRADUATION. Failure to do this will require a reapplication and repayment of fee.

AUGUST CANDIDATES WANTING TO PARTICIPATE IN THE MAY COMMENCEMENT CEREMONY SHOULD APPLY BEFORE FEB. 1.

You will be notified by mail as to the outcome of this application. If you do not receive a response within four weeks, call the Office of the Registrar.

KEEP THIS COPY FOR YOUR RECORDS AND AS VERIFICATION OF APPLICATION.