



Graduation Application Instructions

For Degree and Certificate Candidates



Note: In order to graduate from Northwestern, you must complete the three steps below. Steps 1 and 2 determine your eligibility. If you are eligible to graduate, then complete Step 3. Potential graduates are strongly encouraged to submit an application the semester in which they are expected to graduate.
THERE IS NO GRADUATION FEE.

- STEP 1** Schedule an **APPOINTMENT** with your advisor or counselor to determine and/or verify that:
- All applicable **transfer credits** have been awarded
 - You are **enrolled in the correct program(s)** of study
 - You have or will have **met all program requirements** by the end of the semester**
 - Your **Degree Works Audit has been signed** by your advisor/counselor

**** Please note: If you receive an Incomplete for a required course, you must successfully complete that course by July 15, 2019 in order to graduate. Otherwise you must reapply for the following year once you have successfully completed the course.**

- STEP 2** Make certain you have met all of your **FINANCIAL OBLIGATIONS**. This includes any outstanding liabilities with the Business Office, Library or Bookstore.

- STEP 3** Complete a **GRADUATION APPLICATION**. The application and your **signed Degree Works Audit** must be returned to the **Registrar's Office**, in Green Woods Hall Room 215.

To have your degree and/or certificate confirmed in **January**, the deadline for this application is **NOVEMBER 16, 2018**. Should you miss this application deadline, your degree and/or certificate will be considered for May Commencement. All diplomas/certificates are given out following Commencement in May.

To receive your degree and/or certificate in **May**, the deadline for this application is **MARCH 29, 2019**.

The Registrar's office will notify all graduates regarding the result of their degree/certificate evaluation.

If you are requesting a **second degree**, you must complete a minimum of 15 credits beyond the number required for the initial degree and fulfill all requirements of the second degree. **Note:** Pursuant to Board Policy §3.3.5, the completion of the requirements of an **additional program option does not constitute a different degree**. If the degrees/certificates are not completed in the same semester, then you must reapply and submit a second application.

All graduates and their guests are invited to attend the Commencement Ceremony in May. All degrees and certificates are handed out following the Ceremony. January and May graduates will be sent Commencement information (schedule, cap & gown info, invitations, etc.) by early-May. Students who have not met all of their academic requirements are deemed ineligible to graduate and will be notified prior to Commencement.

Commencement for the Class of 2019 is scheduled for Thursday May 30, 2019.

Questions?? – Call the Registrar's Office at 860-738-6312.

www.nwcc.comnet.edu • Park Place East, Green Woods Hall Room 215 • Winsted, CT 06098



APPLICATION FOR GRADUATION 2019

Deadline for January 2019: November 16, 2018

Deadline for May 2019: March 29, 2019

When do you expect to graduate? <input type="checkbox"/> January <input type="checkbox"/> May
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Student ID# @ _____

(A Degree Works Audit signed by your advisor must accompany this application. Bring both forms to the Registrar's Office, Green Woods Hall Room 215.)

Print your name legibly exactly as you wish it to appear on your diploma.

Print Name: _____
(Last) (First) (Middle)

Mailing Address _____
(No. and Street) (Apt. #) (City/Town) (State) (Zip Code)

Social Security Number _____ - _____ - _____ Date of Birth _____
(Only if you have not entered your Student ID)

Telephone: (____) _____

Academic Advisor Name _____

1. Will you be using Course Substitutions or Credit by Examinations? Yes _____ No _____

If yes, please obtain the Course Substitution Request Form and/or Application for Credit by Examination in the Office of the Academic Dean in FH 103. The form must be completed and submitted to the Dean no later than **December 3, 2018** for January graduation and **April 1, 2019** for May graduation.

2. Will you be transferring credits from other colleges? Yes _____ No _____

If yes and the transfer credits are not on file at NCCC, you must immediately forward an official transcript to the Admissions Office. If you are enrolled in a course at another college for the SPRING semester, it is your responsibility to ensure that an official transcript is sent to NCCC Registrar as soon as the course(s) are completed.

Enter degree/certificate information below. If you are applying for more than one degree/certificate, please list **all** of them. **Note:** Completion of the requirements of an additional program option does NOT constitute a different degree. Refer to the complete listing of program majors on the reverse side of this form.

Check (√) appropriate degree or certificate A.A., A.S., Certificate
Degree/Certificate Name _____ Code _____

Check (√) appropriate degree or certificate A.A., A.S., Certificate
Degree/Certificate Name _____ Code _____

Check (√) appropriate degree or certificate A.A., A.S., Certificate
Degree/Certificate Name _____ Code _____

Do you plan to attend the ceremony? _____ YES _____ NO
(You can change your mind at any time and do not need to notify the College.)

I understand that to be eligible for graduation, I must complete all requirements of the degree/certificate program with a GPA of 2.00 or higher. I acknowledge that by signing this application I give NCCC permission to print my name and degree/certificate in the Commencement brochure and announce them at the graduation ceremony if I choose to attend.

Student Signature _____ Date _____

MAJOR - DEGREES	Code	Your Diploma Will Read
Business and Management Administration	C11CA67	A.S. Business & Management Administration
Bus & Mgmt: Marketing & Sales Option	C11CB61	A.S. Business & Management Administration
Computer Systems Technology	C11CA90	A.S. Computer Systems Technology
Criminal Justice	C11CB10	A.S. Criminal Justice
CSCU Transfer: Art Studies	C12CG21	A.A. CSCU Pathway Transfer: Art Studies
CSCU Transfer: Biology Studies	C12CG01	A.A. CSCU Pathway Transfer: Biology Studies
CSCU Transfer: Business Studies	C12CG12	A.A. CSCU Pathway Transfer: Business Studies
CSCU Transfer: Chemistry Studies	C12CG02	A.A. CSCU Pathway Transfer: Chemistry Studies
CSCU Transfer: Communication Studies	C12CG03	A.A. CSCU Pathway Transfer: Communication Studies
CSCU Transfer: CompSci Studies	C12CG13	A.A. CSCU Pathway Transfer: Computer Science Studies
CSCU Transfer: Criminology Studies	C12CG04	A.A. CSCU Pathway Transfer: Criminology Studies
CSCU Transfer: Early Childhood Teacher Studies	C11CG14	A.S. CSCU Pathway Transfer: Early Childhood Teacher Studies
CSCU Transfer: English Studies	C12CG05	A.A. CSCU Pathway Transfer: English Studies
CSCU Transfer: History Studies	C12CG06	A.A. CSCU Pathway Transfer: History Studies
CSCU Transfer: Mathematics Studies	C12CG07	A.A. CSCU Pathway Transfer: Mathematics Studies
CSCU Transfer: Physics Studies	C12CG19	A.A. CSCU Pathway Transfer: Physics Studies
CSCU Transfer: Political Science Studies	C12CG08	A.A. CSCU Pathway Transfer: Political Science Studies
CSCU Transfer: Psychology Studies	C12CG09	A.A. CSCU Pathway Transfer: Psychology Studies
CSCU Transfer: Social Work Studies	C12CG10	A.A. CSCU Pathway Transfer: Social Work Studies
CSCU Transfer: Sociology Studies	C12CG11	A.A. CSCU Pathway Transfer: Sociology Studies
CSCU Transfer: Spanish Studies	C12CG20	A.A. CSCU Pathway Transfer: Spanish Studies
Early Childhood Education	C11CA27	A.S. Early Childhood Education
Engineering Science	C11CB15	A.S. Engineering Science
Environmental Science	C11CB80	A.S. Environmental Science
Environ Sci: Natural Resources Option	C11CB81	A.S. Environmental Science
Fine Arts/Art	C11CB20	A.S. Fine Arts
Fine Arts: Digital Media Option	C11CA46	A.S. Fine Arts
Fine Arts: Graphic Comm Design Option	C11CB32	A.S. Fine Arts
Fine Arts: Photography Option	C11CA47	A.S. Fine Arts
General Studies	C11CB29	A.S. General Studies
Health Information Management	C11CA60	A.S. Health Information Management
Human Servicess	C11CB35	A.S. Human Services
Interpreter Training Program ASL/ENG	C11CB86	A.S. Interpreter Training Program ASL/ENG
Liberal Arts & Sciences (Assoc. in Arts)	C12CB55	A.A. Liberal Arts & Sciences
Liberal Arts & Sciences (Assoc. in Science)	C11CB55	A.S. Liberal Arts & Sciences
Medical Assistant	C11CA82	A.S. Medical Assistant
Natural Resources	C11CB92	A.S. Natural Resources
Nursing	C11CF30	A.S. Nursing
Technology Studies	C11CF11	A.S. Technology Studies
Technology Studies: Engineering Technology Option	C11CF12	A.S. Technology Studies
Therapeutic Recreation	C11CA36	A.S. Therapeutic Recreation
Veterinary Technology	C11CA25	A.S. Veterinary Technology

Certificates will read exactly as listed.

MAJOR – CERTIFICATES	Code	MAJOR – CERTIFICATES	Code
Allied Health Science	C13CJ15	Health Information & Reimbursement Specialist	C13CJ12
Business Management	C13CJ30	Home Child Care	C13CJ37
Computer Business Applications	C13CJ65	Human Services	C13CJ39
Computer Numeric Control (CNC)	C13CJ23	Manufacturing Design	C13CJ22
Computer Programming	C13CJ67	Manufacturing Processes	C13CJ24
Deaf Studies	C13CJ81	Marketing & Sales	C13CJ10
Digital Publishing	C13CJ09	Medical Assisting	C13CJ59
Educational Paraprofessional	C13CJ20	Photography	C13CJ02
Fine Arts	C13CJ01	Therapeutic Recreation	C13CJ51
Graphic Design	C13CJ36	Webmaster & Internet Design	C13CJ56