



## GRADUATION APPLICATION

### INSTRUCTIONS

Potential graduates are strongly encouraged to submit an application the semester in which they are expected to graduate. Submit a separate application with each certificate and degree requested. If you miss the graduation deadline, your name may not be printed in the commencement program book

1. Please **complete section "A" only**. In order to expedite in the processing of your application, it is very important to fill out all the information. Make sure your name is **printed legibly** and is written exactly as you want it to appear on your degree and /or certificate. (See list of degree codes and majors attached to the application.) Once you have submitted the attached application and later decide to change your name there will be a \$20.00 charge to re-order a diploma with the changed name.
2. To have your degree and/or certificate conferred in **December**, the deadline for this application is, **October 15**. Should you miss the application deadline, your degree and/or certificate will be considered for the next graduation cycle. To receive your degree and/or certificate in **May** the deadline for this application is, **March 15** If you miss the graduation deadline or are **short (4 or less) credits** to graduate, your degree/certificate will not be ordered until all requirements have been met **and another application has been filled out**. You may request special permission to participate in the ceremony by filling out an **Appeals Form** no later than **May 10**. Appeal forms can be picked up at the Registrar's office. **Your name may not be printed in the commencement program book. \*\*\*To have your degree and/or certificate conferred in August, the deadline for this application is, July 15\*\*\*** Should you miss the application deadline, your degree and/or certificate will be considered for the next graduation cycle.
3. The Registrar's office will notify all graduates regarding the result of their degree/certificate evaluation. All degrees and/or certificates **will be mailed** to your stated residence. For more information regarding your application status, students please contact Mariah Thomas [mthomas@manchestercc.edu](mailto:mthomas@manchestercc.edu) Joy Thompson [jthompson@manchestercc.edu](mailto:jthompson@manchestercc.edu)
4. You may **mail, email, fax or drop off** your application(s) to the Registrar's Office. Our mailing address is P.O. Box 1046 MS#13, Manchester, CT 06045-1046 (**postmarked no later than October 15<sup>th</sup>, March 15<sup>th</sup>, or July 15<sup>th</sup>**), the fax number is (860)512-3221.
5. If you requested 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. You must submit a graduation application for each degree. If you are requesting three degrees, permission from the Dean of Academic Affairs is required.
6. All graduates and their guests are invited to attend the Commencement Exercises. All degrees and certificates are conferred August, December and May. Graduates **will be notified by e-mail** by early May when to pick up their invitations and caps/gowns, additional information pertaining to the Commencement Ceremony will be on the **MCC website** as it becomes available.
7. All official transcripts from courses taken at other institutions must be on file by the deadline given by the Registrar's Office. All candidates must follow graduation policy. Degrees will not be conferred if all the necessary paperwork is not on file.



Degree Codes	Majors	Your Degree Will Read
B11BA07	Accounting, Career	A.S. Accounting
B11BA05	Accounting & Business Administration, Trans	A.S. Accounting and Business Administration
	<b>Business Office Technology</b>	
B11BA46	Administrative Assistant, Medical	A.S. Business Office Technology
B11BA44	Administrative Assistant, Office	A.S. Business Office Technology
B11BA67	Business Administration, Career	A.S. Business Administration
B11BA70	Entrepreneurship Option	A.S. Business Administration
B11BA53	Communication (Communication: Media)	A.S. Communication
B11BA54	Journalism Option	A.S. Communication
B11BA55	Computer Game Design	A.S. Computer Game Design
B11BC12	Computer (Hardware) Technology	A.S. Computer Technology
B11BC09	Computer Network Technology	A.S. Computer Networking Technology
B11BC10	Computer (Internet) Programming Technology	A.S. Computer Programming Technology
B11BB03	Criminal Justice	A.S. Criminal Justice
B12BG21	CSCU Pathway Transfer: Art	A.A. CSCU Pathway Transfer Art Studies
B12BG01	CSCU Pathway Transfer: Biology	A.A. CSCU Pathway Transfer Biology Studies
B12BG12	CSCU Pathway Transfer: Business	A.A. CSCU Pathway Transfer Business Studies
B12BG02	CSCU Pathway Transfer: Chemistry	A.A. CSCU Pathway Transfer Chemistry Studies
B12BG03	CSCU Pathway Transfer: Communication	A.A. CSCU Pathway Transfer Communication Studies
B12BG13	CSCU Pathway Transfer: Computer Science	A.A. CSCU Pathway Transfer Computer Science Studies
B12BG04	CSCU Pathway Transfer: Criminology	A.A. CSCU Pathway Transfer Criminology Studies
B12BG14	CSCU Pathway Transfer: ECTC	A.A. CSCU Pathway Transfer Early Childhood Teacher Credential Studies
B12BG05	CSCU Pathway Transfer: English	A.A. CSCU Pathway Transfer English Studies
B12BG15	CSCU Pathway Transfer: Exercise Science	A.A. CSCU Pathway Transfer Exercise Science Studies
B12BG16	CSCU Pathway Transfer: French	A.A. CSCU Pathway Transfer French Studies
B12BG06	CSCU Pathway Transfer: History	A.A. CSCU Pathway Transfer History Studies
B12BG07	CSCU Pathway Transfer: Mathematics	A.A. CSCU Pathway Transfer Mathematics Studies
B12BG08	CSCU Pathway Transfer: Political Science	A.A. CSCU Pathway Transfer Political Science Studies
B12BG09	CSCU Pathway Transfer: Psychology	A.A. CSCU Pathway Transfer Psychology Studies
B12BG19	CSCU Pathway Transfer: Physics	A.A. CSCU Pathway Transfer Physics Studies
B12BG10	CSCU Pathway Transfer: Social Work	A.A. CSCU Pathway Transfer Social Work Studies
B12BG11	CSCU Pathway Transfer: Sociology	A.A. CSCU Pathway Transfer Sociology Studies
B12BG20	CSCU Pathway Transfer: Spanish	A.A. CSCU Pathway Transfer Spanish Studies
B11BA18	Culinary Arts	A.S. Culinary Arts
B11BB06	Disability Specialist	A.S. Disability Specialist
B11BB18	Speech-Language Pathology Assistant Opt.	A.S. Disability Specialist
B11BF01	Drug/Alcohol Recovery Counselor	A.S. Drug and Alcohol Recovery Counselor
B11BA06	Early Childhood Education	A.S. Early Childhood Education
B11BA50	Engineering Science	A.S. Engineering Science
B11BA30	Environmental Science	A.S. Environmental Science
B11BB17	Foodservice Management	A.S. Foodservice Management
B11BB24	General Studies	A.S. General Studies
B11BB27	Graphic Design	A.S. Graphic Design
B11BB94	Health and Exercise Science	A.S. Health and Exercise Science
B11BA43	Hotel - Tourism Management	A.S. Hotel - Tourism Management
B12BC18	Interpersonal and Organization Communication (Communication: Human Communication)	A.A. Interpersonal and Organization Communication
B12BB68	Liberal Arts and Science	A.A. Liberal Arts and Science
B11BB68	Liberal Arts and Science	A.S. Liberal Arts and Science
B11BB84	Management Information Systems	A.S. Management Information Systems
B11BB71	Manufacturing Engineering Science (Technology)	A.S. Manufacturing Engineering Science
B11BB72	Marketing	A.S. Marketing
B12BC16	Music Studies	A.A. Music Studies
B11BB85	Occupational Therapy Assistant	A.S. Occupational Therapy Assistant
B11BA47	Paralegal	A.S. Paralegal
	<b>Radiologic Science</b>	
B11BC73	Radiation Therapy	A.S. Radiologic Science
B11BC73	Radiography	A.S. Radiologic Science
B11BB88	Respiratory Care	A.S. Respiratory Care

B11BA51	Social Service	A.S. Social Service
B11BB96	Surgical Technology	A.S. Surgical Technology
	<b>Technology Studies</b>	
B11BF15	Computer-Aided Design Option	A.S. Technology Studies
B11BF12	Engineering Technology Option	A.S. Technology Studies
B11BF19	Industrial Technology Option	A.S. Technology Studies
B11BC06	Therapeutic Recreation	A.S. Therapeutic Recreation
B12BA40	Visual Fine Arts	A.A. Visual Fine Arts
B12BA15	Visual Fine Arts - Photography Option	A.A. Visual Fine Arts

## Codes for Certificate Programs

B13BJ05	Accounting
Code pending	Advance Multiaxis CNC Programming
B13BJ14	Media Technology (Broadcast Media)
B13BK02	BOT - Medical Insurance Specialist
B13BJ03	BOT - Office Support Specialist
B13BK11	Computer-Aided Design (CAD)
B13BK07	Computer Network Technology
B13BK09	Computer (Internet) Programming Technology
Code pending	Coordinate Measuring Machine (CMM) Programming
B13BJ10	Corrections
B13BJ75	Criminal Justice
B13BJ77	Culinary Arts
B13BJ82	Dental Assistant
B13BJ86	Disability Specialist
B13BK37	Electronic Health Records Specialist
B13BJ30	Entrepreneurship/Small Business
B13BJ74	Fitness Specialist
B13BJ55	Forensic Science
B13BK55	Health Career Pathways
B13BJ06	Homeland Security
B13BJ02	Hotel-Tourism
B13BN13	Lean Manufacturing
B13BJ13	Marketing
B13BJ53	Paralegal
B13BJ31	Photography
B13BJ68	Precision Manufacturing
B13BK04	Professional Baker
B13BJ51	Public Relations
B13BJ35	Social Service
B13BJ39	Therapeutic Recreation
B13BJ58	Web Technology