



# Registrar's Office Graduation Application Instructions

## COMPLETE THE GRADUATION APPLICATION

Potential graduates are advised to submit an application in the semester in which they are expected to graduate by the deadline date. 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.

Submit completed graduation applications:

- Drop off at the Registrar's Office, SSC L157, or
- Mail to Registrar's Office, Manchester Community College, MS #13, P.O. Box 1046, Manchester, CT 06045-1046 (postmarked no later than deadline date), or
- Fax to 860-512-3221 or
- Email [geninfo@registrar@manchestercc.edu](mailto:geninfo@registrar@manchestercc.edu)

## KNOW THE DEADLINES

**IMPORTANT:** Graduation applications and official transcripts must be on file in the Registrar's Office no later than the following deadline dates:

- October 15 for degrees/certificates to be conferred in December
- March 15 for degrees/certificates to be conferred in May
- July 15 for degrees/certificates to be conferred in August

## PROVIDE OFFICIAL TRANSCRIPTS

All official transcripts from courses taken at other institutions must be on file in the Registrar's Office by the deadline given. All candidates must follow graduation policy. Degrees will not be conferred if all the necessary paperwork is not on file.

## IF YOU HAVE MORE THAN ONE DEGREE/CERTIFICATE

You can apply for a second degree if you have successfully completed a minimum of 15 credits beyond the number required for the initial degree, and fulfill all requirements of the second degree. For certificates, you must successfully complete all program requirements for each certificate. You must submit a separate application with each certificate and degree requested.

If you are requesting three degrees, permission from the Dean of Academic Affairs is required.

## IF YOU NEED TO RESUBMIT THE APPLICATION BECAUSE OF A NAME CHANGE

If you have submitted the graduation application and later decide to change your name, there will be a \$20 charge to re-order a diploma with the new name.

## IF YOU MISS THE DEADLINE

If you miss the graduation application deadline, your degree and/or certificate will be considered for the next graduation cycle. For those wishing to participate in the May Commencement exercises, you may request permission to participate in the ceremony by emailing Gail Anne Arroyo at [garroyo@manchestercc.edu](mailto:garroyo@manchestercc.edu) no later than April 1. If you miss the graduation application deadline, your name may not be printed in the Commencement program book.

## IF YOU ARE SHORT FOUR OR FEWER CREDITS

If you are short four or fewer credits to graduate, your degree/certificate will not be ordered until all requirements have been met and another application has been filled out. For those wishing to participate in the May Commencement exercises, you may request special permission to participate in the ceremony by filling out an Appeal Form. Appeal forms can be picked up at the Registrar's office, SSC L157. Your name may not be printed in the Commencement program book.

## NOTIFICATION OF APPLICATION APPROVAL

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 the residence stated on the Graduation Application. For more information regarding your application status, contact [geninfo@registrar@manchestercc.edu](mailto:geninfo@registrar@manchestercc.edu).

## COMMENCEMENT CEREMONY

The Commencement Ceremony is scheduled in May. 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 email in early May when to pick up their invitations and caps/gowns. Additional information pertaining to the Commencement exercises will be on the MCC website as it becomes available.



# Registrar's Office Graduation Application

Please complete this application (one application for each diploma/certificate), sign, date and drop off at Registrar's Office, SSC L157 or mail to Manchester Community College, Registrar's Office, Great Path, MS #13, P.O. Box 1046, Manchester, CT 06045-1046, fax to 860-512-3221 or email [geninfo@registrar@manchestercc.edu](mailto:geninfo@registrar@manchestercc.edu).

**IMPORTANT:** Applications and official transcripts must be on file in the Registrar's Office no later than the following deadline dates: October 15 for degrees/certificates to be conferred in December, March 15 for degrees/certificates to be conferred in May, and July 15 for degrees/certificates to be conferred in August.

## SECTION A: STUDENT INFORMATION

Fill in student name below as it should appear on the diploma.

First Name		Middle Name or Initial	Last Name		
List former name(s) if applicable			Date of Birth	Banner ID Number	
Mailing Address					
City				State	Zip
Home/Cell Phone Number		When do you expect to graduate? Year _____ Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer			

Please refer to the last page of this application for curriculum degree codes, majors and awarded degree names.

Curriculum: Degree/Certificate Code	Major	Please select only one designation. <input type="checkbox"/> A.S. Degree <input type="checkbox"/> A.A. Degree <input type="checkbox"/> Certificate
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List other colleges attended or in progress to complete degree requirements. All official transcript(s) of courses taken at other institution(s) must be on file by deadline dates. Transcripts may be dropped off or mailed to the Registrar's Office.

**REQUIRED:** I acknowledge that by signing this application I give MCC permission to print my name and academic major in the commencement program, and to have my academic major announced at the graduation ceremony and to have my photo/image taken and possibly used by the college as a part of its publicity and marketing efforts if I choose to attend. Contact the Registrar's office if you have any questions regarding this information.

Student Signature	Date
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## FOR REGISTRAR OFFICE USE ONLY

### SECTION B: Initial Review

### SECTION C: Final Review

Degree Sequence No. \_\_\_\_\_

Total Credits Earned. \_\_\_\_\_

High School Transcripts/Diploma Verified  Yes  No

Cumulative GPA \_\_\_\_\_

MMRV Verified  Yes  No

Date of Graduation \_\_\_\_/\_\_\_\_/\_\_\_\_

Reviewed By \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Awarded  Yes  No

Honors \_\_\_\_\_

Reviewed By \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>Degree Code</b>	<b>Major</b>	<b>Your Degree will read</b>	<b>Certificate Code</b>	<b>Your certificate will read</b>
B11BA07	Accounting	A.S. Accounting	B13BJ05	Accounting
B11BA05	Accounting & Business Administration, Transfer	A.S. Accounting and Business Administration	B13BK20	Advanced Multiaxis CNC Programming
B12BG21	Art: CSCU Pathway Transfer	A.A. CSCU Pathway Transfer: Art Studies	B13BK02	BOT - Medical Insurance Specialist
B12BG23	Biochemistry: CSCU Pathway Transfer	A.A. CSCU Pathway Transfer: Biochemistry Studies	B13BJ03	BOT - Office Support Specialist
B12BG01	Biology: CSCU Pathway Transfer	A.A. CSCU Pathway Transfer: Biology Studies	B13BK11	Computer-Aided Design
B12BG12	Business: CSCU Pathway Transfer	A.A. CSCU Pathway Transfer: Business Studies	B13BK07	Computer Network Technology
B11BA67	Business Administration	A.S. Business Administration	B13BK21	CMM (Quality) Programming
B11BA70	- Entrepreneurship Option BUSINESS OFFICE TECHNOLOGY	A.S. Business Administration	B13BJ10	Corrections
B11BA46	- Administrative Assistant, Medical Option	A.S. Business Office Technology	B13BJ75	Criminal Justice
B11BA44	- Administrative Assistant, Office Option	A.S. Business Office Technology	B13BJ77	Culinary Arts
B12BG02	Chemistry: CSCU Pathway Transfer	A.A. CSCU Pathway Transfer: Chemistry Studies	B13BJ82	Dental Assistant
B12BG03	Communication: CSCU Pathway Transfer	A.A. CSCU Pathway Transfer: Communication Studies	B13BJ86	Disability Specialist
B11BA56	Communication: Media	A.S. Communication: Media	B13BK37	Electronic Health Records Specialist
B11BA54	- Journalism Option	A.S. Communication	B13BJ30	Entrepreneurship/Small Business
B11BA55	Computer Game Design	A.S. Computer Game Design	B13BJ55	Forensic Science
B11BC09	Computer Network Technology	A.S. Computer Networking Technology	B13BK55	Health Career Pathways
B12BG13	Computer Science: CSCU Pathway Transfer	A.A. CSCU Pathway Transfer: Computer Science Studies	B13BJ02	Hotel-Tourism
B11BB03	Criminal Justice	A.S. Criminal Justice	B13BJ45	Human Services
B12BG04	Criminology: CSCU Pathway Transfer	A.A. CSCU Pathway Transfer: Criminology Studies	B13BN13	Lean Manufacturing
B11BA18	Culinary Arts	A.S. Culinary Arts	B13BJ13	Marketing
B11BB06	Disability Specialist	A.S. Disability Specialist	B13BJ14	Media Technology
B11BB18	- Speech-Language Pathology Assistant Option	A.S. Disability Specialist	B13BJ53	Paralegal
B11BF01	Drug/Alcohol Recovery Counselor	A.S. Drug/Alcohol Recovery Counselor	B13BJ31	Photography
B11BA06	Early Childhood Education	A.S. Early Childhood Education	B13BJ68	Precision Manufacturing Professional
B11BG14	ECTC: CSCU Pathway Transfer	A.S. CSCU Pathway Transfer: Early Childhood Teacher Credential Studies	B13BK04	Baker
B12BG25	Economics: CSCU Pathway Transfer	A.A. CSCU Pathway Transfer: Economic Studies	B13BJ51	Public Relations
B12BG05	English: CSCU Pathway Transfer	A.A. CSCU Pathway Transfer: English Studies	B13BJ33	Social Media Specialist
B11BA50	Engineering Science	A.S. Engineering Science	B13BJ39	Therapeutic Recreation
B11BA30	Environmental Science	A.S. Environmental Science	B13BJ58	Web Technology
B12BG15	Exercise Science: CSCU Pathway Transfer	A.A. CSCU Pathway Transfer: Exercise Science Studies		
B11BB17	Foodservice Management	A.S. Foodservice Management		
B12BG16	French: CSCU Pathway Transfer	A.A. CSCU Pathway Transfer: French Studies		
B11BB24	General Studies	A.S. General Studies		
B12BG24	Geography: CSCU Pathway Transfer	A.A. CSCU Pathway Transfer: Geography Studies		
B11BB27	Graphic Design	A.S. Graphic Design		
B11BB94	Health and Exercise Science	A.S. Health and Exercise Science		
B12BG06	History: CSCU Pathway Transfer	A.A. CSCU Pathway Transfer: History Studies		
B11BA43	Hotel-Tourism Management	A.S. Hotel-Tourism Management		
B11BA31	Human Services	A.S. Human Services		
B12BC18	Interpersonal and Organizational Communication	A.A. Interpersonal and Organizational 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 Manufacturing	A.S. Management Information Systems		
B11BB71	Engineering Technology	A.S. Manufacturing Engineering Technology		
B11BB72	Marketing	A.S. Marketing		
B12BG07	Mathematics: CSCU Pathway Transfer	A.A. CSCU Pathway Transfer: Mathematics Studies		
B12BC16	Music Studies	A.A. Music Studies		
B11BB85	Occupational Therapy Assistant	A.S. Occupational Therapy Assistant		
B11BA47	Paralegal	A.S. Paralegal		
B12BG19	Physics: CSCU Pathway Transfer	A.A. CSCU Pathway Transfer: Physics Studies		
B12BG08	Political Science: CSCU Pathway Transfer	A.A. CSCU Pathway Transfer: Political Science Studies		
B12BG09	Psychology: CSCU Pathway Transfer RADIOLOGIC SCIENCE	A.A. CSCU Pathway Transfer: Psychology Studies		
B11BC73	- Radiation Therapy	A.S. Radiologic Science		
B11BC73	- Radiography	A.S. Radiologic Science		
B11BB88	Respiratory Care	A.S. Respiratory Care		
B12BG10	Social Work: CSCU Pathway	A.S. Social Service		
B12BG11	Transfer: Sociology: CSCU Pathway	A.A. CSCU Pathway Transfer: Social Work Studies		
B12BG20	Transfer Spanish: CSCU Pathway	A.A. CSCU Pathway Transfer: Sociology Studies		
B11BB96	Transfer Surgical Technology TECHNOLOGY STUDIES	A.A. CSCU Pathway Transfer: Spanish Studies A.S. Surgical Technology		
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	- Photography Option	A.A. Visual Fine Arts		