When do I petition to graduate?
- Fall graduates must petition by June 15, 2014
- Spring and summer graduates must petition by October 1, 2014

Petitions are submitted to the Business Office with a non-refundable $50.
The graduation petition fee is a flat fee of $50 which is required of all students at the time they file a petition for graduation. This charge is our fee to process the student records for graduation. Students have the option of receiving a cap, gown and 5 announcements, but there is no change in the fee if they choose not to receive these items.

What is the process for graduation?
- You should review your Degree Works audit (in your myNSCC) and determine if you will finish by fall 2014, spring or summer 2015.
- Submit the graduation petition by published deadlines.
- The Registrar’s Office will review your petition and notify you if it is approved or denied.
- You must attain a 2.00 cumulative and technical GPA to be eligible to graduate.
- In March, the Registrar’s Office emails detailed information about Rehearsal, Commencement, and when to pick up the cap and gown in the Bookstore.
- Diplomas are mailed 4-6 weeks after the Registrar’s Office verifies completion of requirements.

What is Graduation with Honors?
Graduation with honors is based on the fall grade point average. Any student graduating with a cumulative grade point average of 3.50 or higher will be graduated with honors as follows:

- 3.50 – 3.74 Cum Laude
- 3.75 – 3.89 Magna Cum Laude
- 3.90 – 4.00 Summa Cum Laude

Honor graduates will receive an honor cord with the cap and gown. There is no charge for honor cord. The fall cumulative grade point average is used to determine honors when printing the Commencement Program. The diploma and transcript will display the honor if earned.

Do United States Veterans receive an honor cord?
Yes. Please provide proof of military service by showing proof of your DD214 to the Registrar’s Office by Oct. 1. A red/white/blue cord will be included with the cap and gown.

What time should I arrive on Commencement Day?
Graduates should report to the Atrium by 1:15 p.m. with a black robe and mortarboard. The Registrar’s Office will send more detailed information in March.

When do I take the Graduate Assessment Test?
Associate degree graduates are required to complete this test based on their semester of completion. You will receive an email from the Vice President for Academics that will contain additional information.

What if I applied previously, but did not complete requirements?
You must re-apply. The petition fee is waived one academic year following original petition and major.

What if I miss the deadline to file a petition to graduate?
Depending on when you apply in the process cycle will affect if your name appears in the commencement program, if there is a cap and gown available for you, and delayed processing of your petition. The graduation date that appears on the diploma and transcript will be the date you actually completed your requirements.

If I do not want to attend Commencement do I still need to petition for graduation?
You are expected to attend the ceremony. Regardless of attending the Commencement Ceremony you must still submit your petition by the published deadlines.

Congratulations Graduate!
2015 Graduation Petition

Return petition and payment to the Business Office, room C107.

Your full name will appear on your diploma and in the Commencement Program as it is on record in the Registrar’s Office. If you need to change the name we have on record for you then you must submit the legal documentation to the Registrar’s Office with this petition. You may choose to use your full middle name or initial only. If you are unsure of how your name will appear, please see the Registrar’s Office.

First _______________ Middle _______________ Last _______________ ID _______________

If you think we may have difficulty pronouncing your name correctly, please write it phonetically or notify the Registrar’s Office of the pronunciation. ____________________________________________

Have you applied for graduation previously?  ____ NO  ____ YES  If yes, what was your major & when? __________________________

Current Address: (Notify the Registrar’s Office if your address changes in the future)

Street __________________________________________
City ___________________________________ State ___________ ZIP ____________

Phone (Where you can be reached until graduation): ________________________________

Your NSCC E-Mail ________________________________________________________ @ students.northweststate.edu

Check the Associate degree program(s) that applies to you:

Business Technologies:
- Accounting
- Advertising & Promotion Mgt
- Forensic Accounting
- Banking & Finance
- Business Management
- Computer Programming
- Entrepreneurship
- Human Resource Management
- International/Global Business
- Internet Security
- Legal Support
- Logistic & Supply Chain Management
- Medical Support
- Network Administration

Business Technologies cont.:
- Office Administration
- Office Management
- Paralegal Studies
- Pre-Business Administration
- Visual Communication-Graphic Design
- Web Site Administration
- Other

Allied Health and Public Services Division:
- Child & Family Specialist
- Criminal Justice
- Human Services
- Law Enforcement/ Academy Option
- Medical Assisting

Arts and Sciences:
- Associate of Arts
- Associate in Historic Preservation
- Associate of Science

Math, Science & Engineering Technologies:
- Alternative Energy Systems Design
- Alternative Energy Systems Service
- CAD/CAM
- Computer Science Engineering Tech
- Electrical Engineering Technology
- Industrial Management Technology
- Mechanical Engineering Technology
- Plastic Engineering Technology
- Other

Industrial Technologies:
- Industrial Electrical
- Machining
- Industrial Maintenance
- Millwright
- Programmable Controller (PLC)

Check the Certificate program(s) that applies to you:

Business Technologies:
- Accounting Assistant
- Computer Technician
- Logistic & Supply Chain Management
- Office Assistant
- Real Estate

Nursing:
- Practical Nursing (PN)

Alternative Energy Systems Design
- Alternative Energy Systems Service

Arts and Sciences:
- Associate of Arts
- Associate in Historic Preservation
- Associate of Science

Math, Science & Engineering Technologies:
- Computer Aided Design
- HVAC-R (Climate Control)
- Plastics Manufacturing
- Quality Control
- Alternative Energy Systems Design
- Alternative Energy Systems Service

Industrial Technologies:
- Industrial Electrical
- Machining
- Industrial Maintenance
- Millwright
- Programmable Controller (PLC)

Check the semester you will complete your course work:
- Fall 2014
- Spring 2015
- Summer 2015

Will you be attending commencement?  ____ No  ____ Yes  If yes, do you have special needs? __________________________

Signature _______________________________ Date __________________________

Submit with payment to the Business Office, C107

Due by June 15 for fall graduates and October 1 for spring/summer graduates.

____________________________________

Business Office Use Only: Receipt# __________ Date __________ Initials __________
Northwest State Community College Bookstore
Graduation 2015 Information

_______________________________________  ID__________________
Print First Name    Print Last Name

Caps and gowns are provided as part of your graduation fee.

Caps - one size fits all.

PTK & KBD official stoles may also be purchased by qualified students.

Graduation with Honors is based on the fall grade point average. If you are graduating with honors, please ask for an honor cord when you pick up your cap and gown.

Gowns –mark check box to indicate size:

<table>
<thead>
<tr>
<th></th>
<th>Regular</th>
<th>Full Fit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Height</td>
<td>Weight</td>
<td>Size</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4’6” - 4’8”</td>
<td>Up to 140</td>
<td>39</td>
</tr>
<tr>
<td>4’9” – 4’11”</td>
<td>Up to 160</td>
<td>42</td>
</tr>
<tr>
<td>5’0” – 5’2”</td>
<td>Up to 160</td>
<td>45</td>
</tr>
<tr>
<td>5’3” – 5’5”</td>
<td>Up to 160</td>
<td>48</td>
</tr>
<tr>
<td>5’6” - 5’8”</td>
<td>Up to 250</td>
<td>51</td>
</tr>
<tr>
<td>5’9” – 5’11”</td>
<td>Up to 250</td>
<td>54</td>
</tr>
<tr>
<td>6’0” – 6’2”</td>
<td>Up to 250</td>
<td>57</td>
</tr>
<tr>
<td>6’3” – 6’5”</td>
<td>Up to 310</td>
<td>60</td>
</tr>
<tr>
<td>6’6” – 6’8”</td>
<td>Up to 310</td>
<td>63</td>
</tr>
<tr>
<td>6’9” – 6’11”</td>
<td>Up to 310</td>
<td>66</td>
</tr>
</tbody>
</table>

All sizes determined by height first, weight second

☐ Not Walking, but want tassel

☐ Not Walking, do not want cap/gown/tassel

Submit form with the Petition.
### Applicant Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>NSCC ID # N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Personal E-mail Address:</td>
<td>Preferred □</td>
</tr>
<tr>
<td>College E-mail Address:</td>
<td>@students.northweststate.edu</td>
</tr>
<tr>
<td>Phone #:</td>
<td>Major:</td>
</tr>
</tbody>
</table>

### Career Services Assistance

I expect to graduate ____________________________ (month & year)

Yes, I would like assistance from the Career Services Office in securing full-time employment.

No, I will not need assistance from the Career Services Office in securing full-time employment.

I am already employed at:

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Full-time</th>
<th>Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position/Title:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I am continuing my education at:

<table>
<thead>
<tr>
<th>Name of Institution:</th>
<th>Full-time</th>
<th>Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I am not available for employment at this time for personal reasons

I am going into the Armed Forces

I am moving out of the Five County area

Other: ____________________________

### Contact (other than self)

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Phone:</td>
</tr>
</tbody>
</table>