

GRADUATION PROCESS

1. Determine when you will complete your degree requirements. (Review degree audit in Degree Works)
2. Submit graduation petition by stated deadline.
3. After a graduation audit is conducted the Registrar's Office will notify you of petition status.
4. Registrar's Office will e-mail you rehearsal, commencement and regalia information. (March for Spring/Summer Graduates & October for Fall Graduates)

GRADUATION PETITIONS

- Submit petition to the Registrar's Office (C-120)
- Fall Graduates must submit petitions by **September 15th**
- Spring & Summer Graduates must submit petitions by **October 1st**
- There is no graduation fee

If you miss the graduation petition deadline this could affect your name appearing in the commencement program, as well as cap and gown availability, and when your diploma is mailed.

HONORS

- Any student graduating with a 3.50 or higher will graduate with honors as follows:

3.50-3.74 Cum Laude

3.75- 3.89 Magna Cum Laude

3.90- 4.00 Summa Cum Laude

Graduation with honors is based on your grade point average. Honors will be reflected in the commencement program, but does not include final semester grades. Your diploma/certificate and final transcript will reflect your actual honors.

CORDS

- Honor graduates will receive an honor cord with their cap and gown.
- United States Veteran graduates will receive a red/white/blue cord with their cap and gown. (Please show proof of your DD214 when submitting your petition.)

COMMENCEMENT DAY

- Please remember to bring your regalia (gown & mortarboard)
- December Ceremony: Report to the Atrium by 6:15pm
- May Ceremony: Report to the Atrium by 1:15pm

You are expected to attend the ceremony.

In the case of inclement weather please refer to www.NorthwestState.edu for time and location information.

You are to participate in the ceremony associated with the semester you applied for graduation, regardless if you flunk a class.

If you are unable to attend the Commencement Ceremony, you still must submit your petition by the published deadline.

GRADUATE ASSESSMENT TEST

- Associate degree graduates are required to complete this test in their completion semester. You will receive an email from the Vice President for Academics that will contain additional scheduling information.

DIPLOMAS

- Diplomas will be mailed once all requirements have been satisfied and your account is paid in full. Your diploma will be mailed to the address on file with the Registrar's Office, approximately **8-10 weeks** after grades are posted.

If you apply for graduation and are unsuccessful in completing your degree requirements you MUST reapply for graduation.

Questions? Visit NorthwestState.edu/commencement, call the Registrar's Office @ (419) 267-1395 or email registrar@NorthwestState.edu.

Petitions to graduate are due by the date in **BOLD**. Please mark the box for your semester of graduation.

- Fall** semester by **September 15, 2018** (The ceremony is in **December 2018**)
- Spring** semesters by **October 1, 2018** (The ceremony is in **May 2019**)
- Summer** semesters by **October 1, 2018** (The ceremony is in **May 2019**)

STEPS TO GRADUATION

- STEP 1: Determine when you will complete your degree requirements (review degree audit in Degree Works)
- STEP 2: Submit graduation petition by stated deadline
- STEP 3: After a graduation audit is conducted the Registrar's Office will notify you of petition status.
- STEP 4: Registrar's Office will e-mail rehearsal, commencement /regalia information. (March for Spring/Summer Graduates & Oct. for Fall Graduates)

COMMENCEMENT INFORMATION *You are expected to attend the ceremony, and participate in the ceremony associated with the semester you applied for graduation, regardless if you flunk a class.*

Are you planning to participate in the commencement ceremony? YES NO

If **YES** and you think we will have difficulty pronouncing your name then write it phonetically (how it sounds, not as written). **For example:** Baranowski (Ba-ra-nof-ski) or Liley (Ligh-lee- rhymes with highly) or Rupp (R-up)

CREDENTIAL INFORMATION: Name to be Printed on Diploma/Certificate

Your full name will appear on your diploma, and in the commencement program, as it is recorded in the Registrar's office. You may choose to use your full middle name or initial only. If you are unsure of how your name will appear, please contact the Registrar's Office.

Diplomas are mailed to the address on file in the Registrar's Office 8-10 weeks after grades are processed and completion of requirements.

First Name _____ Middle Name _____ Last Name _____
 Today's Date _____ NSCC ID N00 _____

Please check the degree program that applies to you:

Allied Health, Business, & Public Services:

- Accounting Banking & Finance Business Management Criminal Justice Crop & Soil Mgt.
- Entrepreneurship Human Resources Mgt. Human Services Law Enforcement- Academy Option Logistics & Supply Chain Management
- Marketing Medical Assisting Medical Support Office Administration Office Management
- Paralegal Studies Paraprofessional Educator Pre-Business Administration Pre-Kindergarten Other _____

Science, Technology, Engineering Technology & Math:

- CAD/CAM Computer Programming Computer Science Engineering Technology Electrical Engineering Technology
- Electro-Mechanical Engineering Internet Security Network Administration Project Management Technology
- Mechanical Engineering Technology Cybersecurity Plastics Other _____

Arts & Sciences:

- Associate of Arts Associate of Science Visual Communications- Graphic Design Other _____

Industrial Technologies:

- Industrial Technology Maintenance Tech/Mechatronics Other _____

Nursing:

- LPN to RN Advanced Standing Registered Nursing (RN)

Please check the certificate program that applies to you:

Allied Health and Public Services:

- Accounting Assistant Computer Technician Emergency Medical Services Logistics & Supply Chain Mgt. Office Assistant Real Estate

Science, Technology, Engineering Technology & Math:

- Computer Aided Design Plastics Manufacturing Quality Control Other _____

Industrial Technologies:

- HVAC-R (Climate Control) Industrial Electrical Industrial Maintenance Machining Millwright Programmable Controller (PLC)

Nursing:

- Practical Nursing (PN)

FOR OFFICE USE ONLY

Date Received: ____ / ____ / ____ **Date Processed:** ____ / ____ / ____ **Processed By:** _____



Bookstore Commencement Ceremony 2018-2019 Information

First name

Last name

ID

Today's Date

Commencement ceremony attending:

- Fall 2018
 Spring 2019
 Not Walking, **Want Tassel**
 Not Walking, **Do Not Want Tassel**

PTK & KBD - official cords may be purchased by qualified students in the NSCC Bookstore.

Graduation with Honors is based on the previous term grade point average of 3.50 or higher.

- If you are graduating with honors, please ask for an honor cord when you pick up your cap and gown.

Cap and Gown Packet:

- Mark box to indicate size (all sizes determined by height first, weight second).
- Caps are one size fits all.
- Includes one tassel.

All sizes determines by height first, weight second

Regular			
✓	Height	Weight	Size
	4'6" - 4'8"	Up to 140	39
	4'9" - 4'11"	Up to 160	42
	5'0" - 5'2"	Up to 160	45
	5'3" - 5'5"	Up to 160	48
	5'6" - 5'8"	Up to 250	51
	5'9" - 5'11"	Up to 250	54
	6'0" - 6'2"	Up to 250	57
	6'3" - 6'5"	Up to 310	60
	6'6" - 6'8"	Up to 310	63
	6'9" - 6'11"	Up to 310	66

Full Fit			
✓	Height	Weight	Size
	4'6" - 4'8"	140 +	39 FF
	4'9" - 4'11"	160 +	42 FF
	5'0" - 5'2"	160 +	45 FF
	5'3" - 5'5"	160 +	48 FF
	5'6" - 5'8"	250 +	51 FF
	5'9" - 5'11"	250 +	54 FF
	6'0" - 6'2"	250 +	57 FF
	6'3" - 6'5"	310 +	60 FF
	6'6" - 6'8"	310 +	63 FF
	6'9" - 6'11"	310 +	66 FF

Submit form with the Petition.

NORTHWEST STATE COMMUNITY COLLEGE

Career Services Office

2018-2019 Graduate Information

ALL GRADUATES MUST RETURN THIS FORM WITH THE PETITION FOR GRADUATION

APPLICANT INFORMATION

Name:	NSCC ID # N	
Current Address:		
City:	State:	ZIP Code:
		Personal E-mail Address: Preferred <input type="checkbox"/>
College E-mail Address:	@students.northweststate.edu	Preferred <input type="checkbox"/>
Phone #:	Major:	

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: Company Name: _____

Full-time	
Part-time	

I am continuing my education at:

Name of Institution: _____

Major: _____

Full-time	
Part-time	

_____ 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)

Name:		
Address:		Phone: