

Graduation Application & Checklist

Student: using Graduation Application & Checklist form:

Email to dept. chair

- Complete TOP part of form.
- Include your name, ID# and major.
- Include anticipated graduation date and degree.
- Virtually “sign” it.
- Schedule a conference with your department chair.
- Save it.

Department Chairs: in communication with student

Email to Registrar’s Office

- Review form along with degree audit/SPM.
- In middle section of form, note any outstanding requirements, substitutions and/or waivers.
- Virtually “sign” form.
- Date it.
- Save it.

Registrar:

- Reviews department chairs notations.
- Tracks student’s status through final grade posting.

- **Email to students that application is received**
- **Email to follow-up if/when student is cleared for graduation**



Instructions: Click here for a how-to on completing pdf forms.

- Review your program evaluation by logging into [My PCCC Account](#) > *self-services* > *student planning*.
- Separate applications must be completed for each declared program, then returned to the Office of the Registrar by the following dates: **Fall semester (November 1st)**, **Spring Semester (April 1st)**, **Summer Semester (July 1st)**.
- All Degree requirements must be completed prior to graduation.
- Inquiries regarding the status of your application, substitutions, and waivers can be sent to Graduationapp@pccc.edu.
- Applications submitted after the deadline may preclude inclusion of name in the Commencement program guide.

Last Name

First Name

Middle Initial

Student ID #

@students.pccc.edu

Mobile Phone #

Student Email Address

Degree Type (select one):

Program/Major:

(Please refer to your degree audit/Student Planning Module)

Semester of Completion (Select One):

Print Student Name

Date

DEPT. CHAIR USE ONLY

Requirements

Substitutions/Waivers

Remarks:

Department Chair Signature

Date

SVP of Academic Affairs

REGISTRAR USE ONLY

Degree Status:

Remarks: