



## Graduation Instructions

Graduation Application Deadline to Participate in Ceremony  
March 1, 2017

Are you ready to Graduate?

If so, you must complete the following steps to meet eligibility determination requirements for graduation.

- \_\_\_ 1. Pick up your graduation application at the Registrar's Office or download from our website:  
<http://richmondcc.edu/academics/graduation-info>
- \_\_\_ 2. Meet with your Academic Advisor before the application deadline for a final graduation audit of your degree/program plan. Your advisor will determine if all course work has been or will be completed by the end of the current semester and he/she will sign your Graduation Application and EVAL. (Please make sure the EVAL is attached)
- \_\_\_ 4. Pay your \$35.00 graduation fee to the Cashier (2nd floor, Dewitt Building) after your graduation audit. Retain your payment receipt for your records.
- \_\_\_ 5. Turn in all graduation paperwork (Graduation Application (signed by student and advisor) and EVAL - Program Evaluation to the Registrar's Office.
- \_\_\_ 6. You must notify the Registrar if given permission to take course(s) at another college to complete graduation requirements. All course work must be completed and final grades must be submitted to the Registrar.
- \_\_\_ 7. Course substitutions must be officially documented by the advisor and the Department of Instruction for approval before you plan to graduate.
- \_\_\_ 8. Plan to attend graduation and bring your family and friends! Commencement is scheduled for May 13, 2017. We have 2 ceremonies in the same day and you will be notified of which time frame your ceremony will take place and the amount of tickets you will receive.
- \_\_\_ 9. You will be required to answer the Completion Survey before you are issued your diploma. This survey will be sent to you through your Richmond Community College student e-mail by unique link before the end of the semester.

Please contact the Registrar's Office if you have any questions. 910-410-1735

**Thank you and Congratulations!**

## Frequently Asked Questions and Answers:

Q. When is the graduation ceremony? Date: May 13, 2017 Times: 11am and 2pm, Location: Cole Auditorium. Students will be notified of which ceremony they will be attending. If a student is graduating with more than one degree/diploma, they will be required to pick one ceremony to attend.

Q. How do I get ready for graduation? Begin by picking up a Graduation Application in Student Services or downloading from our website at <http://richmondcc.edu/academics/graduation-info>

Q. What if I am taking a course at another college to complete my course work for graduation? You must take your last semester of course work before graduation at RCC. Courses taken at another college to meet graduation requirements must have prior approval from your Program Advisor/Registrar. It is your responsibility to make sure your final grades are received.

Q. When do I apply for graduation? The deadline for filing is: Spring graduates-March 1, Summer Graduates- July 1and Fall Graduates-December 1.

Q. Is there a fee for graduation? If I do not attend the ceremony, do I still pay? Yes. A \$35.00 graduation fee is due when you apply to graduate. This is a standard fee established by Richmond Community College and assessed to all graduating students (including those students who do not participate in the ceremony). Payment should be made to the Cashier's Office in the DeWitt building.

Q. Where do I get a cap and gown? If you are attending the ceremony, and have your graduation application and fee to the Registrar's Office, we will order your cap and gown for you. It is important that you provide the information about your height and weight so that we can order the right size for you. We keep all information confidential.

Q. What else should I know about the graduation ceremony? You will be notified by letter if there are any questions pertaining to your graduation audit and for information updates/reminders. Please contact the Registrar's Office if you have any questions or concerns. In addition, please check your email account or the RCC website for graduation information and updates.

Q. How many tickets will I receive for guests? Tickets are distributed based on the availability of seats in the Cole Auditorium. You will be notified by the Registrar's office regarding ticket availability closer to graduation.

Q. Can I walk with my peers across stage if I still have credits to complete after the graduation date? Students who have 4 or less credits remaining (NO EXCEPTIONS) that they will be completing after the Spring May Graduation at RCC are allowed to walk across stage. However, students WILL NOT RECEIVE A DIPLOMA until all required courses are completed. Students will still have to complete a graduation form, have your advisor sign and indicate the number of credits remaining and pay the graduation fee.

Please contact the Registrar's Office if you have any questions. 910-410-1735

**Thank you and Congratulations!**

**Richmond Community College  
Application for Graduation**

**Deadlines for Submission:**

*(Spring-March 1)*

*(Summer-July 1)*

*(Fall-December 1)*

Please write legibly. Print your name as you wish for it to appear on your degree/diploma.

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Student ID #: \_\_\_\_\_ Home Telephone Number: ( ) \_\_\_\_\_

Business: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

Semester/Year of Graduation:  
FALL \_\_\_\_\_ SPRING \_\_\_\_\_ SUMMER \_\_\_\_\_

Are you graduating from the Early College High School Program?  
\_\_\_\_ Yes  
\_\_\_\_ No

Degree(s)/Program of Study: \_\_\_\_\_

~~I hereby apply to graduate from Richmond Community College in the Degree/Diploma Program listed above. I understand that I must complete all requirements pertaining to my Degree/Diploma Program as specified by the catalog. I understand and have read all instructions and deadlines contained within the RCC Graduation Packet. Furthermore, I understand that I must complete a graduation audit with my Academic Advisor. I must pay a non-refundable graduation fee at the Cashier's Office and return the Application for Graduation to the Registrar's Office.~~

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Business Office ONLY**

***Payment Received:***

\$ \_\_\_\_\_

***Official Signature:***

\_\_\_\_\_

**Are you attending the Graduation Ceremony? Yes \_\_\_\_\_ No \_\_\_\_\_**

**If yes, please complete the information below**

**Students please note: The Registrar's Office orders all cap and gowns for students so it is important for you to provide: HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_**

This information is **required** to make sure that all students receive the correct size from our vendor. All information remains **confidential**.

Please contact the Registrar's Office if you have any questions. 910-410-1735

**Thank you and Congratulations!**

# Academic Advisor

As this student's academic advisor, you are required to confirm that they have met all academic requirements for graduation in their program of study. Please list below any classes the student has in progress at another institution that will allow them to meet all requirements. Please remind the student that they are responsible for sending all official transcripts to RCC from any other institution they are or have attended in order for them to receive official credit.

Any course substitutions must have prior approval by advisor and VP of Instruction as well as the Registrar's Office having this information on file.

\*\*\*\*Please list below any remaining requirements that this student is taking at another institution, the semester they are taking the class and the applicable credits.

\*\*\*\*Students are allowed to participate in the ceremony if they have 4 credit hours or less remaining toward their program requirements. They will not be awarded their degree until they have completed these requirements.

## Remaining Requirements for Degree/Diploma

| Course(s) Remaining | Institution      | Semester | Credits |
|---------------------|------------------|----------|---------|
| Example: CIS 110    | Institution Name | 2013FA   | 3       |
|                     |                  |          |         |
|                     |                  |          |         |
|                     |                  |          |         |
|                     |                  |          |         |
|                     |                  |          |         |
|                     |                  |          |         |
|                     |                  |          |         |

\*\*\*REQUIRED\*\*\*

Academic Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please contact the Registrar's Office if you have any questions. 910-410-1735

**Thank you and Congratulations!**