



## Graduation Application Instructions

Graduation Ceremony Application Deadline  
March 1, 2018

### 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 completed or will be completed by the end of the current semester and they will print your Academic Program Evaluation (EVAL) and sign your Graduation Application. Please make sure the EVAL is attached to your graduation application.

\_\_\_\_\_3. Turn in all completed graduation paperwork to the Registrar's Office. This includes the Graduation Application (signed by student and advisor) and Academic Program Evaluation (EVAL).

\_\_\_\_\_4. 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.

\_\_\_\_\_5. Notify your advisor if you expect to receive a course substitution for one or more of your courses. These must be officially documented by the advisor and approved by the Dept. Chair/Program Coordinator and the VP of Instruction before you plan to graduate.

\_\_\_\_\_6. Plan to attend graduation ceremony and bring your family and friends! Commencement is scheduled for May 12, 2018. We have multiple ceremonies on the same day and you will be notified in writing by April 15, 2018 regarding which ceremony time to attend and the amount of tickets you will receive.

\_\_\_\_\_7. Complete the graduation survey. This survey will be sent to you through your Richmond Community College student e-mail by unique link before the end of the semester. This survey must be completed prior to receiving your diploma/degree.

## Graduation Frequently Asked Questions

**Q. When is the graduation ceremony?**

Date: May 12, 2018

Times: 11am and 2pm,

Location: Cole Auditorium.

Students will be notified of which ceremony to attend.

**Q. How do I get ready for graduation?** Pick up a Graduation Application in Student Services or download from our website at <http://richmondcc.edu/academics/graduation-info>. Complete all of the steps under the graduation application instructions.

**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 courses prior to graduating from Richmond Community College. Courses taken at another college to meet graduation requirements must have prior approval from your Program Advisor and must be equivalent to the RichmondCC course needed as determined by the Registrar. It is your responsibility to make sure your final grades are received.

**Q. When do I apply for graduation?** As soon as you schedule your last class.

Application Deadlines:

Spring graduates-March 1

Summer Graduates- July 1

Fall Graduates- December 1.

**Q. Where do I get a cap and gown?** If you are attending the ceremony and have submitted your graduation application to the Registrar's Office indicating that you are attending, 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 if there are any questions pertaining to your graduation application or program evaluation 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 RichmondCC 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 by April 15<sup>th</sup> regarding ticket amounts.

**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) after the spring semester ends are allowed to walk across stage. However, students will NOT receive their degree or diploma until all required courses are completed. Students will still have to complete a graduation application, have the advisor sign and indicate the number of credits remaining. All completed graduation paperwork must be submitted to the Registrar's office by the deadline.

**Richmond Community College  
Graduation Application**

**Deadlines for Submission:**

(Spring-March 1)      (Summer-July 1)      (Fall-December 1)

**Student Complete Page 1**

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

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

Student ID # \_\_\_\_\_

Address \_\_\_\_\_

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

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

Telephone Numbers

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

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Year of Graduation \_\_\_\_\_

Semester of Graduation    \_\_\_ FALL      \_\_\_ SPRING      \_\_\_ SUMMER

Are you currently a high school student?

\_\_\_ Yes

\_\_\_ No

1<sup>st</sup> Degree/Program of Study: \_\_\_\_\_

2<sup>nd</sup> Degree/Program of Study: \_\_\_\_\_  
(if applicable)

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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 RichmondCC Graduation application. Furthermore, I understand that I must complete an academic program evaluation with my Academic Advisor and I must return it with the Graduation Application to the Registrar's Office. I also agree to allow Richmond Community College to release my contact information to other institutions of higher learning, the NC Community College System, and 3<sup>rd</sup> party vendors for photos, videos, regalia, and other commencement items or information.

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

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

If yes, please complete the information below.

**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**.

## Advisor Complete Page 2

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 print and review their program evaluation (EVAL). The Program Status located on the EVAL should indicate “**Complete**” or “**Pending**”. If it does, please sign and date the bottom of this form and attach the EVAL to the graduation application. If it does not, their EVAL does not indicate that all courses are complete or will be complete at the end of the semester. Prior to submitting this graduation application, the EVAL must be corrected.

If the EVAL Program Status indicates “**In Progress**”, research the missing courses and determine which of the below options need to be completed.

**Course Substitution:** Any course substitutions must have prior approval by advisor, Dept. Chair/Program Coordinator, and VP of Instruction. The Registrar’s Office must receive the completed signed substitution form prior to the graduation application being submitted.

**Transfer Credit:** Transfer credits are given to students when the Registrar’s office receives the official transcript from the other college/university. If a student should have transfer credit, but it does not appear on the EVAL, contact the Registrar’s office prior to completing the graduation application.

If courses are currently being taken at another institution and will be transferred to RichmondCC at the end of the semester, list those courses below. Please remind the student that they are responsible for sending all official transcripts to RichmondCC from any other institution they are or have attended in order for them to receive official credit.

Course(s) Remaining	Institution	Semester	Credits
Example: CIS 110	Sandhills Community College	2018FA	3

**Walk-Only:** 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. Please check the below box if this student is only eligible to participate in the ceremony (walk-only) and will not receive their degree this semester.

Walk Only

**REQUIRED**

As this student’s academic advisor, I confirm that they have met all academic requirements for graduation in their program of study or that they have less than 4 credit hours remaining and I have indicated them as a “walk-only” student above.

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