



## Graduation Application Instructions

Spring Ceremony Application Deadline

**March 1<sup>st</sup>**

Summer Ceremony Application Deadline

**June 9<sup>th</sup>**

1. Complete page 1 of the graduation application.
2. Meet with your advisor.

Your advisor will determine if all course work has been completed or will be completed by the end of the current semester. They will print your Academic Program Evaluation (EVAL) and complete page 2 of the graduation application. Make sure the EVAL is attached to your graduation application.

3. Bring documents to Student Services.

Turn in the completed graduation application and Academic Program Evaluation (EVAL) that was printed by your advisor.

4. Complete the graduation survey.

This survey will be sent to you through your Richmond Community College student e-mail 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?

Spring Date: Friday, May 19, 2023

Summer Date: Friday, July 28, 2023

Location: Cole Auditorium.

Times: To Be Determined - Students will be notified of their ceremony time.

Dates subject to change depending on auditorium availability and capacity restrictions.

**Q. What if I am taking a course at another college to complete my course work for graduation?** Courses taken at another college to meet graduation requirements must be equivalent to the RichmondCC course needed as determined by the Registrar. It is your responsibility to make sure official transcripts are received. Degrees are not awarded until the transfer credit is given.

**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 at no additional charge. No writing or decoration may be placed on caps or gowns. Items may not be worn on the outside of the gown. Only honor cords provided by RichmondCC and Phi Theta Kappa cords and/or stoles are allowed in addition to your cap and gown. Caps and gowns will be distributed approximately 1 week prior to the ceremony.

### Q. What are the graduation honors?

Honor	Cord Color	Program GPA
Summa Cum Laude	Gold	4.0
Magna Cum Laude	Silver	3.75 - 3.99
Cum Laude	White	3.5 - 3.74

Honors are given based on the program GPA of the degree or diploma earned. If a student graduates with more than one degree/diploma, the highest honor earned will be given.

**Q. Where do I get Phi Theta Kappa honor cords?** Members of the Phi Theta Kappa Honor Society have the opportunity to purchase cords and/or stoles to wear during the graduation ceremony. These items must be purchased by the student through Phi Theta Kappa. If you need assistance, please contact the advisor, Elgin Emanuel, [elemmanuel@richmondcc.edu](mailto:elemmanuel@richmondcc.edu), (910) 410-1935.

**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. For the spring ceremony, you will be notified by the Registrar's office by April 15<sup>th</sup> regarding ticket amounts. For the summer ceremony, you will be notified by June 28<sup>th</sup>.

**Q. Can I participate in the graduation ceremony if I still have credits to complete after the graduation date?** No. All graduation requirements must be completed to participate in the ceremony. A summer graduation ceremony will be held for students completing the graduation requirements at the end of the summer semester. Students completing the graduation requirements at the end of the fall semester, can participate in the following spring graduation ceremony.

**Q. I am not attending the ceremony, how do I get my degree?** Degrees will be mailed the Monday following the graduation ceremony.

Richmond Community College  
Graduation Application

**Deadlines for Submission:**

(Spring-March 1)      (Summer-June 9)      (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 (December)     SPRING (May/June)     SUMMER (July/August)

Are you currently a high school student?

Yes

No

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

Are you graduating with more than one degree? If so, 2<sup>nd</sup> Degree/Program of Study: \_\_\_\_\_

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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** \_\_\_\_\_

No writing or decoration may be placed on caps or gowns. Items may not be worn on the outside of the gown. Only cords provided by RichmondCC and Phi Theta Kappa cords and/or stoles are allowed in addition to your cap and gown.

Caps and gowns will be available for pick up during the grad fair.

## 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.

Transfer credit not yet given	Course(s) Remaining	Institution	Semester	Credits
	Example: CIS 110	Sandhills Community College	2021SP	3

**REQUIRED**

As this student’s academic advisor, I confirm that they have met all academic requirements for graduation in their program of study, they are currently enrolled in their last semester, or they have registered for their last semester.

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