

**Graduation Application Submission**

Main Campus – Student Services  
 Scotland County – Honeycutt Center  
 Online - [registrar@richmondcc.edu](mailto:registrar@richmondcc.edu)

**2025-2026 Graduation Application****Deadlines for Submission:**

(Spring-March 2) (Summer-June 5) (Fall-October 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: ( ) \_\_\_\_\_

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: \_\_\_\_\_

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.

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.

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

## 2025-2026 Graduation Application

### 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: \_\_\_\_\_

Advisors can email approval to [registrar@richmondcc.edu](mailto:registrar@richmondcc.edu) if they are unable to meet with the student to sign the application.