



# Graduation Application Instructions

For Degree and Certificate Candidates



**Note:** In order to graduate from Northwestern, you must complete the three steps below. Steps 1 and 2 determine your eligibility. If you are eligible to graduate, then complete Step 3. Potential graduates are strongly encouraged to submit an application the semester in which they are expected to graduate.  
**THERE IS NO LONGER A GRADUATION FEE.**

- STEP 1** Schedule an **APPOINTMENT** with your advisor or counselor to determine and/or verify the following:
  - All applicable **transfer credits** have been awarded
  - You are **enrolled in the correct program(s)**
  - You have or will have **met all program requirements** by the end of the semester
  - Your **Curriculum Sheet has been signed** by your advisor/counselor
  
- STEP 2** Make certain you have met all of your **FINANCIAL OBLIGATIONS**. This includes any outstanding liabilities with the Business Office, Library or Bookstore.
  
- STEP 3** Complete a **GRADUATION APPLICATION**. The application and your signed curriculum sheet must be returned to the **Registrar's Office**, in Green Woods Hall Room 215.

To have your degree and/or certificate confirmed in **January**, the deadline for this application is **NOVEMBER 9, 2009**. Should you miss this application deadline, your degree and/or certificate will be considered for May commencement. All diplomas/certificates will be given out following Commencement in May.

To receive your degree and/or certificate in **May** the deadline for this application is **MARCH 31, 2010**.

The Registrar's office will notify all graduates regarding the result of their degree/certificate evaluation.

If you are requesting a **second degree**, you must complete a minimum of 15 credits beyond the number required for the initial degree and fulfill all requirements of the second degree. **Note:** Pursuant to Board Policy §3.3.5, the completion of the requirements of an **additional program option does not constitute a different degree**. If the degrees/certificates are not completed in the same semester then you must reapply and submit a second application.

All graduates and their guests are invited to attend the Commencement Ceremony in May. All degrees and certificates are handed out following the Ceremony. January and May graduates will be sent Commencement information (schedule, cap & gown info, invitations, etc.) by early-May. Students who have not met all of their academic requirements are deemed ineligible to graduate and will be notified prior to Commencement.

**Commencement for the Class of 2010 is scheduled for Thursday, May 27, 2010.**

**Questions?? – Call the Registrar’s Office at 860-738-6312 or 860-738-6314.**

[www.nwcc.commnet.edu](http://www.nwcc.commnet.edu) • Park Place East • Winsted, CT 06098



# APPLICATION FOR GRADUATION 2010

**Deadline for January 2010: November 9, 2009**

**Deadline for May 2010: March 31, 2010**

When do you expect to graduate?

January  May

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

**(A Curriculum Sheet must accompany this application. Bring both forms to the Registrar's Office, Green Woods Hall Room 215.)**

**Print your name legibly exactly as you wish it to appear on your diploma.**

Print Name: \_\_\_\_\_  
Last First Middle

Mailing Address \_\_\_\_\_  
(# and Street) (Apt. #) (City/Town) (State) (Zip Code)

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_\_

Telephone: Daytime (\_\_\_\_\_) \_\_\_\_\_ Evening (\_\_\_\_\_) \_\_\_\_\_

Academic Advisor Name \_\_\_\_\_

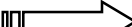
1. Will you be using Course Substitutions or Credit by Examinations? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please obtain the Course Substitution Request Form and/or Application for Credit by Examination in the Office of the Academic Dean in FH 103. The form must be completed and submitted to the Dean no later than **December 1, 2009** for January graduation and **April 1, 2010** for May graduation. You must ensure that a copy of the approval is submitted to the Registrar's Office no later than **December 18, 2009** for January graduation and **April 24, 2010** for May graduation.

2. Will you be transferring credits from other colleges? Yes \_\_\_\_\_ No \_\_\_\_\_

If **yes** and the transfer credits are not on file at NCCC, you must immediately forward official transcripts to the Admissions Office. If you are enrolled in a course at another college for the SPRING 2010 semester, it is your responsibility to ensure that an official transcript is sent to NCCC Registrar as soon as the course(s) are completed.

Enter degree/certificate information below. If you are applying for more than one degree/certificate, please list **all** of them.

**Note:** Completion of the requirements of an additional program option does NOT constitute a different degree. Refer to the complete listing of program majors on the reverse side of this form. 

Check (√) appropriate degree or certificate  A.A.,  A.S.,  Certificate  
Degree/Certificate Name \_\_\_\_\_ Code \_\_\_\_\_

Check (√) appropriate degree or certificate  A.A.,  A.S.,  Certificate  
Degree/Certificate Name \_\_\_\_\_ Code \_\_\_\_\_

Check (√) appropriate degree or certificate  A.A.,  A.S.,  Certificate  
Degree/Certificate Name \_\_\_\_\_ Code \_\_\_\_\_

**Do you plan to attend the ceremony? \_\_\_\_\_ YES \_\_\_\_\_ NO**  
**(You can change your mind at any time and do not need to notify the College.)**

I understand that to be eligible for graduation, I must complete all requirements of the degree/certificate program with a GPA of 2.00 or higher. I acknowledge that by signing this application I give NCCC permission to print my name and academic major in the commencement brochure and to have my academic major announced at the graduation ceremony if I choose to attend.

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

<b>MAJOR - DEGREES</b>	<b>Code</b>	<b>Your Degree Will Read</b>
Allied Health Administration	C11CB74	A.S. Allied Health Administration
Animation and Video Arts	C11CA08	A.S. Animation and Video Arts
Business and Management Administration	C11CA67	A.S. Business & Management Administration
Bus & Mgmt: Accounting Option	C11CB75	A.S. Business & Management Administration
Bus & Mgmt: Banking Option	C11CB76	A.S. Business & Management Administration
Bus & Mgmt: Hospitality Option	C11CB60	A.S. Business & Management Administration
Bus & Mgmt: Marketing & Sales Option	C11CB61	A.S. Business & Management Administration
Bus & Mgmt: Office Ops Manager Option	C11CB62	A.S. Business & Management Administration
Computer Systems Technology	C11CA90	A.S. Computer Systems Technology
Comp Sys: Comp Info Systems Option	C11CB64	A.S. Computer Systems Technology
Comp Sys: Computer Programming	C11CB66	A.S. Computer Systems Technology
Comp Sys: Webmaster & Internet Design	C11CB65	A.S. Computer Systems Technology
Criminal Justice	C11CB10	A.S. Criminal Justice
Deaf Studies	C12CA33	A.A. Deaf Studies
Early Childhood Education	C11CA27	A.S. Early Childhood Education
Educational Technology Classroom Inst Opt	C11CA06	A.S. Educational Technology
Educational Technology Tech Sys Support	C11CA07	A.S. Educational Technology
Environmental Science	C11CB80	A.S. Environmental Science
Environ Sci: Natural Resources Option	C11CB81	A.S. Environmental Science
Fine Arts/Art	C11CB20	A.S. Fine Arts
Fine Arts: Graphic Comm Design Option	C11CB32	A.S. Fine Arts
General Studies	C11CB29	A.S. General Studies
Human Services	C11CB35	A.S. Human Services
Interpreter Preparation ASL/ENG	C11CB36	A.S. Interpreter Preparation ASL/ENG
Liberal Arts & Sciences (Assoc. in Arts)	C12CB55	A.A. Liberal Arts & Sciences
Liberal Arts & Sciences (Assoc. in Science)	C11CB55	A.S. Liberal Arts & Sciences
Medical Assistant	C11CA82	A.S. Medical Assistant
Physical Therapist Assistant	C11CA13	A.S. Physical Therapist Assistant
Recreation Leadership	C11CA17	A.S. Recreation Leadership
Recreation Ldr/Park Management	C11CA14	A.S. Recreation Leadership
Recreation Ldr/Therapeutic Recreation	C11CA15	A.S. Recreation Leadership
Technological Studies	C11CA23	A.S. Technological Studies
Veterinary Technology	C11CA25	A.S. Veterinary Technology

**Certificates will read exactly as listed.**

<b>MAJOR – CERTIFICATES</b>	<b>Code</b>	<b>MAJOR – CERTIFICATES</b>	<b>Code</b>
Adventure Education	C13CJ13	Health Career Pathways	C13CK55
Allied Health Science	C13CJ15	Home Child Care	C13CJ37
Child Development Associate Preparation	C13CJ62	Hospital Patient Care Tech	C13CJ04
Classroom Instruction	C13CJ06	Human Services	C13CJ39
Computer Business Applications	C13CJ65	Industrial Diagnostics	C13CJ63
Computer Programming	C13CJ67	Medical Assisting	C13CJ59
Deaf Studies	C13CJ81	Photography	C13CJ02
Digital Publishing	C13CJ09	Technical Systems Support	C13CJ07
Electrical Technology	C13CJ95	Therapeutic Recreation	C13CJ51
Fine Arts	C13CJ01	Veterinary Assistant	C13CJ05
Graphic Design	C13CJ36	Video Production	C13CJ03
		Webmaster & Internet Design	C13CJ56