



CALHOUN
COMMUNITY COLLEGE

APPLICATION FOR GRADUATION

OFFICE OF ADMISSIONS AND RECORDS • P.O. Box 2216 • Decatur, AL 35609

For priority review, submit Application to Graduate by the following dates:

Fall: June 1 Spring: October 1 Summer: April 1

- Complete one application per degree for which you are applying.
- Apply one term prior to completion.
- Graduation audit information will be sent to you via email.
- There is no cost to have your degree posted on your academic transcript. To receive a copy of your diploma, a \$25 non-refundable fee will be assessed to your student account upon receipt of graduation application.
- If graduation requirements are NOT met within two terms, you must submit a new application for graduation.
- Please PRINT CLEARLY and return to the Admissions Office at the above address.

Student C # or SSN: _____

Name: _____
Last First Middle

Address: _____
Street/Route/Box City State Zip

Phone: _____ Email: _____

**I understand that my student record will be updated to reflect this current contact information*

Major/Academic Program: _____ Concentration/Option (if applicable): _____

I'm applying for: Associate in Science Associate in Applied Science Short Certificate Certificate

Catalog Year: _____ Planned Term of Completion: _____

**You must apply to graduate under the current catalog or a catalog under which you were enrolled during the last 5 academic years.*

Do you wish to have a diploma mailed to the address above? Yes No *If yes, a \$25 non-refundable fee will be assessed to your student account.*

EXACT name to appear on diploma : _____
(please print or type)

STUDENT SIGNATURE

DATE

ADMISSIONS OFFICE USE ONLY

Remaining Requirements:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Program Code: _____ Final GPA: _____ Holds: _____

Audited By: _____ Date: _____

Audit Reviewed By: _____ Date: _____

Requirements have been met: ___ Yes ___ No Graduation Date: _____

Honors: C M S WD Degree Posted: _____

Final Review: _____ Date: _____
Registrar

Comments: _____

NOTICE!

Subject: Diploma Fee Payment Instructions - **PROMPT ACTION REQUIRED**

Prompt Payment Required

If you request to receive a diploma, a \$25 diploma fee will be applied to your MyCalhoun account when your application has been processed in approximately 3-7 days. Payment for your diploma will be with this application. Please check your account periodically, to see if the charges have been loaded. As a pending graduate, we want to ensure the following consequences listed below do not occur so prompt attention is required.

Consequences:

Failure to pay will result in one or more of the following consequences:

- 1) You will not receive a diploma after the degree is posted to your transcript.
- 2) Your current schedule of classes may be dropped.
- 3) Holds preventing future registration or schedule adjustments will be added to your record.

How do I pay?

To Pay Online: Login into MyCalhoun, select Student Tab, Student Account, Account Detail for Term to view charges and pay the fee. For questions regarding online payment, contact the Business Office.

If you do not have access to login into MyCalhoun, you may submit payment at the Cashier's Office on the Decatur or Huntsville Campus during regular business hours.

How do I check the status of my application?

An official graduation audit email which informs you of outstanding classes required for degree completion will be sent upon review of your academic record. Please allow approximately 6-8 weeks for review. For an unofficial view of your degree progress, go to Degree Works in MyCalhoun located under the Student tab.

Congratulations on your progress towards degree completion at Calhoun Community College!

Sincerely,
The Office of Admissions & Records

A copy of this information and your submitted information has been sent to the email you supplied.