



ASNUNTUCK COMMUNITY COLLEGE

GRADUATION APPLICATION INSTRUCTIONS

Potential graduates must submit an application the semester in which they are expected to graduate. Commencement exercises are held in the spring each year. Associate degrees and certificates are conferred at the ceremony.

Reminder: Graduation is not automatic and it is your responsibility to file by the deadline dates and to ensure that all of the graduation requirements are met.

DECEMBER GRADS: To receive your degree and/or certificate in December 2009, the deadline for submitting this application is December 1, 2009. *Please note there is no ceremony for the December graduation; however, December graduates may participate in the May 2010 Commencement exercises.*

MAY GRADS: To receive your degree and/or certificate in May 2010, the deadline for submitting this application to the Registrar's Office is March 31, 2010. *(Potential graduates with 4 or less remaining credits to complete their degree requirements may participate in the May 2010 ceremony. If you plan to participate in the ceremony, a graduation appeal form must be completed and approved by the Dean of Students. If degree requirements are completed over the summer, you will receive your degree in August. If you do not complete your degree requirements over the summer, you must reapply when your requirements are completed.)*

AUGUST GRADS: To receive your degree and or certificate in August 2010, the deadline for submitting this application to the Registrar's Office is August 1, 2010. There is no ceremony.

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

GRADUATION REQUIREMENT CHECKLIST

- Must meet with your advisor to be sure that degree/certificates requirements have been met before submitting this application
- Followed the same catalogue used when first matriculated.
- Matriculated in an approved program of study.
- Provided official proof of high school/GED to Registrar's Office.
- Satisfactorily completed required courses for major (for degree requirements see ACC Catalog).
- Earned a cumulative grade point average of 2.0 or higher.
- Earned 25% of credits at Asnuntuck Community College.
- Satisfied all financial obligations (library, bookstore, holds, etc.)
- Submitted *Graduation Application* to the Registrar's Office by deadline dates.
- Made sure grades for all incompletes and approved course variances are on file in the Registrar's Office.
- Notified the Registrar's Office if requirements are being completed at another college. Once course work is completed, you must have an official transcript sent to ACC's Registrar's Office.

37th Commencement Exercises

Thursday, May 27, 2010, 6 p.m. on the front lawn

Applicants will be mailed additional information in May about the ceremony. For questions regarding degree requirements, please contact your academic advisor. We look forward to celebrating with you on Thursday, May 27, 2010.

THERE IS NO GRADUATION FEE, EFFECTIVE FALL 2009



ASNUNTUCK COMMUNITY COLLEGE
APPLICATION FOR GRADUATION
DECEMBER 2009, MAY 2010 AND AUGUST 2010 GRADUATES

Please complete and return the application to the Registrar's Office
THERE IS NO GRADUATION FEE, EFFECTIVE FALL 09

PLEASE PRINT YOUR NAME LEGIBLY AS IT SHOULD APPEAR ON YOUR DIPLOMA

PRINT NAME First Middle Last

Social security number: Banner ID number:

PRINT ADDRESS: CITY STATE ZIP

PHONE: Home Work or Cell EMAIL:

What graduation are you applying for: (check one)
DECEMBER 30, 2009
MAY 27, 2010
AUGUST 30, 2010 (NO CEREMONY)

IF YOU SELECTED DECEMBER 2009, DO YOU PLAN TO ATTEND THE CEREMONY IN MAY 2010?
YES NO

IF YOU SELECTED MAY 2010, DO YOU PLAN TO ATTEND THE CEREMONY?
YES NO (Please note: For those students that have 4 or less remaining credits to complete their degree requirements and want to walk in the May ceremony, a Graduation Appeal Form must be submitted to the Registrar's Office.)

List your degree and/or certificate and code: (Refer to the attachment for degree name and program code #):

- 1.
2.
3.

List other colleges attended and/or courses in progress to complete degree requirements:

All official transcripts from other institutions must be dropped off or mailed to Asnuntuck Community College
170 Elm Street, Enfield, CT 06082 Attention: Registrar

I acknowledge that by signing this application, I give ACC permission to print my name and academic major in the commencement brochure, the local newspaper and to have my academic major announced at the graduation ceremony, if I choose to attend. Call the Registrar's Office if you have any questions regarding this information.

STUDENT'S SIGNATURE: DATE:

FOR OFFICE USE ONLY: FINAL REVIEW: SEQUENCE NUMBER USED: TOTAL CREDITS EARNED:
GPA CUM: MET REQUIREMENTS: YES NO REVIEWED BY: DATE:
PROGRAM DIPLOMA PRINT

Associate Degree Programs	Program Code
Accounting	M11MA03
Business Administration	M11MA67
Business Office Technology: Executive Asst.	M11MA44
Business Office Technology: Medical Asst.	M11MA22
Communications & Broadcasting	M11MA85
Communications & Broadcasting: Radio Broadcasting	M11MA04
Computer and Information Systems	M11MA88
Criminal Justice	M11MA29
Early Childhood Education	M11MA89
Engineering Science	M11MA41
General Studies	M11MA47
Human Services	M11MA49
Industrial Management Technology	M11MA50
Liberal Arts	M12MA18
Liberal Arts: Fine Arts	M12MA51
Technological Studies	M11MF11
Tech Studies: Engineering Technology Option	M11MF12
Tech Studies: Engineering Education Option	M11MF13
Tech Studies: Lean Manufacturing & Supply Chain Mgmt. Opt.	M11MF20
Tech Studies: Machine Technology Option	M11MA90
Tech Studies: Manufacturing Welding Tech Option	M11MA95
Tech Studies: Manufacturing Elec. & Controls Tech Option	M11MA06
Certificate Programs	Program Code
Accounting Assistant	M13MJ22
Business Administration	M13MJ42
BOT: Secretarial. Word Processing	M13MJ20
Child Development Associate Prep.	M13MJ85
Community-Based Corrections	M13MJ03
Computer-Aided Drafting	M13MJ23
Computer Programming	M13MJ67
Early Childhood Education	M13MJ81
Entrepreneur	M13MJ86
Gerontology	M13MJ26
Health Career Pathways	M13MK55
Human Services Management	M13MJ11
Manufacturing Technology:	
Lean Manufacturing	M13MN13
Machine Technology: Level I	M13MJ83
Machine Technology: Level II	M13MJ84
Manufacturing Welding Technology Fundamentals	M13MJ87
Manufacturing Welding Technology Applications	M13MJ88
Advanced Manufacturing Welding Technology	M13MJ89
Manufacturing Electronics Fundamentals	M13MJ27
Manufacturing Electronics Systems & Controllers	M13MJ29
Supply Chain Management	M13MN14
Marketing	M13MJ25
Personal Computer Specialist	M13MJ12
Publications	M13MJ82
Radio Broadcasting	M13MJ04
Web Designer	M13MJ68

Please complete: Student Name: _____

Following your education at ACC, I will (or hope to be) continuing my education at:

Name of College or University

ASNUNTUCK COMMUNITY COLLEGE
PHONETIC SPELLING FORM FOR
GRADUATES PARTICIPATING IN THE COMMENCEMENT CEREMONY
MAY 27, 2010

In order that your name may be read properly at the Commencement Ceremony on Friday, May 27, 2010, *it is important* that we know the correct pronunciation. Although the pronunciation of many names is obvious, some require special attention. If your name is one that is pronounced in a special way, please indicate to us how your name should be pronounced.

Note: It is not necessary to complete this form unless you are concerned about the way your name will be pronounced at the Commencement.

Please indicate either the phonetic spelling of your name or a familiar word that rhymes with your name. For example:

Name: Leslie Costanzo co stan zo

Kim Lamagna sounds like "lasagna"

Graduate's Name _____
(Please Print)

_____ or sounds like _____
Phonetic Spelling

Please indicate accent on particular syllable _____