Anne Arundel Community College   Records and Registration Office   101 College Parkway   Arnold MD 21012

G R A D U A T I O N   A P P L I C A T I O N

(For more efficient processing, rather than apply by paper, you are strongly encouraged to apply online at MyAACC> ☰ Menu> Self Services > Credit Students> Academic Profile > Graduation Application.)

<mark>IMPORTANT: You must complete a graduation application if you wish to receive your certificate/associate degree regardless if you will attend the commencement ceremony.</mark>

✔ **MEET WITH YOUR ACADEMIC ADVISOR**

If possible,plan ahead and contact your academic advisor to ensure you have met all requirements <u>before</u> you apply for graduation. You may make an appointment with your advisor for an unofficial program review/audit by going to MyAACC > Menu > Self Services> Self Services Resource Links> OASIS or by calling 410-777-2307.

✔ **COMPLETE GRADUATION APPLICATION**

If you/your advisor has determined you have fulfilled <u>or will fulfill all graduation requirements by the last day of finals for the requested term</u>, complete the graduation application. You must complete a graduation application if you wish to receive your certificate/associate degree regardless if you will attend the commencement ceremony.

If you have a valid MyAACC account, you are *strongly encouraged* to apply for graduation online. If you apply online, you will receive an instant email receipt once you submit your online application.

If you are applying for a letter of recognition, DO NOT fill out this form. Instead, fill out a Letter of Recognition request form.

You must be in good financial standing with the College, all accounts paid in full, to receive your diploma/transcript and to attend the commencement ceremony.

✔ **SUBMIT APPLICATION TO RECORDS AND REGISTRATION OFFICE**

All completed applications must be submitted to the Records and Registration Office according to the schedule below.

Application for graduation **must** be made according to the following schedule:

For **SPRING** graduation: Between Jan.1 and March 1   **DEADLINE: March 1**
For **SUMMER** graduation: Between June 1 and July 1   **DEADLINE: July 1**
For **FALL** graduation: Between Aug. 1 and Nov. 1   **DEADLINE: November 1**

You may drop off the application in-person, or mail or fax it to us.

Postal address: **FAX:** 410-777-2489
        Records and Registration Office
        Anne Arundel Community College
        101 College Parkway
        Arnold, MD 21012-1895

<u>If you apply using a paper application,</u> you will be sent a letter via postal mail within two weeks confirming the receipt of your application, indicating when the application will be reviewed and you will be provided information regarding diploma receipt and the spring ceremony.

If you wish to receive <u>instant confirmation</u> that your application has been received, apply online via MyAACC.

Anne Arundel Community College

G R A D U A T I O N   A P P L I C A T I O N

P l e a s e   p r i n t   c l e a r l y .

Part I

Student ID Number   _____ _____ _____ _____ _____ _____ _____

PRINT your name **LEGIBLY** and **EXACTLY** as you want it to appear on your Diploma:

_____
First   **Middle**   **Last**

Indicate any other name you use on your records: _____

Address: _____
            Number/Street   **City**   **State**   **Zip**
(Submitting an address change to the Records and Registration Office will not automatically change your diploma address. If you change your diploma address, please notify the Graduation Evaluator in the Records and Registration Office or email recordsgrad@aacc.edu using your MyAACC email account.)

Phone numbers: Home _____ Cell_____

Do you wish us to update your records to reflect the above present address: Yes   No

Your signature is required to process this application:

(sign here) _____

Part II

Expected year of graduation: _____   **Circle one:** Spring   Summer   Fall

Enter your Associate or Certificate program name and code from the catalog you wish to be reviewed under. The current and archived catalogs may be found at http://catalog.aacc.edu

_____

Which catalog year do you wish us to review you under? _____Any catalog may be used provided that it is for the current year or one of the four preceding years, and is for a year in which you completed at least one credit or developmental class. If you are uncertain about which catalog year to choose, see your academic advisor. If you do not answer this question, you will be reviewed under the current catalog.

Part III

Do you have any Academic Standards Petitions / Program Substitution Forms / or other waivers submitted which may affect your graduation review?   Yes   No

Are there any credits from other sources/colleges that have not transferred yet to AACC which you will need for graduation?   Yes   No
If yes, from where?_____Are you taking classes there now?   Yes   No