ESTRELLA MOUNTAIN COMMUNITY COLLEGE
A **MARICOPA** COMMUNITY COLLEGE

GRADUATION PROCESS INFORMATION

PRIORITY DEADLINES
Spring/Summer: Second Friday in March
Fall: First Friday in November

1. **Meet with an advisor to review your Graduation Application. The advisor will...**
   - review the graduation requirements for your respective catalog year.
   - complete a check sheet for each program you are applying for.
   - assist with selecting the final classes required for your graduation.

2. **Complete the Graduation Survey**
   - Survey is available at ***www.estrellamountain.edu/graduation/apply***.
   - Print and attach the survey confirmation page to your application. *(Note: Applications will not be accepted without the survey confirmation page attached.)*

3. **Submit your application to your FOI Advisor with all documentation attached**
   - All transcripts from schools outside of the MCCCD must be on file with Admissions and Records before your application can be accepted or reviewed. It is the student's responsibility to request these transcripts. **Hand carried transcripts will not be accepted**.
   - Advisor will forward all completed graduation applications to Admissions and Records.

4. **Admissions and Records will document receipt of your application and process when all course work is completed.**
   - If all course work is completed when the application is submitted, Admissions and Records will process your request. Applications will be processed within 60 days of the last day of the term applied for.

5. **Convocations**
   Maricopa has a proud tradition of offering students the opportunity to celebrate graduation through culturally focused Convocations. These smaller, more intimate events are cultural celebrations that affirm our students and reach out to families and friends in a meaningful way. The following convocations are traditionally hosted by Maricopa Community Colleges each year:

   - Veterans Convocation
   - LGBTQ+ Convocation
   - American Indian Convocation
   - Asian Pacific Islander Convocation
   - Hispanic Convocation
   - African American Convocation
   - Ability Convocation
   - Foster Youth Convocation

6. **Commencement Ceremony**
   - There is only one Commencement Ceremony which will be held in May of every year.
   - Your Graduation Application **MUST** be submitted to the Admissions and Records Office **NO LATER** than the **SECOND FRIDAY in MARCH** to assure your name and any associated distinctions appear in all printed Commencement related materials. *(Note: Graduation Applications turned in after the Second Friday in March will still be accepted.)*
   - If your application is turned in after the Second Friday in March deadline, we will be unable to guarantee that your name will appear in the Commencement Program.
   - Participation in the Commencement Ceremony **DOES NOT** confirm graduation or completion of a certificate and/or degree.
   - Specific information regarding the Commencement Ceremony, (date, time, location, cap and gown), will be provided to all applicants via your Official Student E-mail in April of every year. For details you may also visit; ***www.estrellamountain.edu/graduation/ceremony/apply***.

7. **Transcripts**
   - You will be notified via your Official Student E-Mail as to when successful completion of your degree requirements has been posted to your Student Account. *(Note: This notification is NOT related to the printed diplomas which are completed in a batch once all applications have been processed for the given semester, i.e. Spring, Summer or Fall.)*
   - Any debts within MCCCD must be cleared before Official Transcripts can be requested.

8. **Mailing of Diplomas or Certificates**
   - Once grades have posted and degree requirements are met, you will be notified via your Official Student E-Mail account regarding approval/denial of your application.
   - Once Diplomas or Certificate have been printed, they will be mailed to the address on file in your Official Student Center. (*Please assure that your address is up to date. This can be done via your Student Center, or at the Admissions and Records counter. A change of address cannot be processed over the phone or by email.*)

GRADUATION APPLICATION

ESTRELLA MOUNTAIN COMMUNITY COLLEGE
A **MARICOPA** COMMUNITY COLLEGE

Student ID # _____

Full Name: _____
First   Middle   Last

Note: The name printed on the degree/certificate will be the same as the Primary Name recorded in the Maricopa Student Information System.

GRADUATION INFORMATION - TO BE COMPLETED WITH AN ACADEMIC ADVISOR

Please indicate the semester and year in which you will complete your degree/certificate requirements:

I am an active member of Phi Theta Kappa (PTK)   **I am a member of the Honors Program**

☐ **In progress & currently enrolled**   ☐ **Completed Degree/Certificate**   ☐ **Survey Completed**

List all schools attended *(excluding Maricopa County Community College District (MCCCD) Schools):*

_____   _____   _____ _____

_____   _____   _____ _____

DEGREES/CERTIFICATES APPLYING FOR:

Associate in:

	For A and R Use Only:	
_____Plan Code_____	Current GPA_____	Final GPA_____
_____Plan Code_____	Current GPA_____	Final GPA_____
_____Plan Code_____	Current GPA_____	Final GPA_____
_____Plan Code_____	Current GPA_____	Final GPA_____

☐ **AGEC-A (8001N)**   ☐ **AGEC-B (8002N)**   ☐ **AGEC-S (8003N)**

Certificate in:

_____Plan Code_____   _____Plan Code_____

_____Plan Code_____   _____Plan Code_____

☐ A completed unofficial check sheet is attached to this application.   ☐ Program Plan Change Form was Submitted via E-Forms

☐ All approved substitutions and/or Credit by Evaluation forms are attached or on file with A and R.

Note: The catalog year listed on the check sheet/degree audit will be used to determine student's degree eligibility.

ACADEMIC STATUS, SURVEY AND SIGNATURES:

All applicants are required to be in an **active** status before applying for graduation. All applicants must complete the graduation survey and attach the final page of the survey to this application. Please visit *www.estrellamountain.edu/graduation/apply* to access the survey.

I have read and understand the information provided on this application. I understand that my degree **WILL NOT** be posted until I have successfully completed **ALL** degree requirements as outlined by the Academic Catalog. Students who fail to comply with these requirements may be required to reapply for a later graduation date. My signature gives consent to publish my name and academic recognition in the college commencement program. **If your application is turned in after the deadline**, your name is **NOT** guaranteed to appear in the commencement program.

Student's Signature: _____   **Date:** _____

Advisor's Signature: _____   **Date:** _____