Seminole Community College

DIPLOMA / CERTIFICATE APPLICATION

Fall Submission Dates: Aug. 23 - Oct. 13, 2006 Spring Submission Dates: Jan. 8 - March 9, 2007 Summer Submission Dates: May 8 - July 5, 2007
*** PLEASE DO NOT SUBMIT YOUR DIPLOMA/CERTIFICATE APPLICATIONS BEFORE OR AFTER THESE DATES ***

1. **For AA and AS degrees:** Complete this form and attach a "Degree Audit" that documents completion of all degree requirements. Please allow the Counseling Office 24-48 hours to process your "Degree Audit" request. **If you do NOT know what to take to satisfy requirements or have additional questions regarding your audit, meet with an Academic Advisor/Counselor prior to submitting your application.**
2. Return **both documents** to the Enrollment Services Office **one semester prior to your graduation date.** Fill out one application completely for each degree/certificate you are requesting. Specify catalog year, degree, and program code on all AS Degrees.
   (Please Initial) _____
3. **If you have not met requirements for graduation for the semester indicated below, it will be your responsibility to reapply by the deadline of the new semester/term.** (Please Initial) _____
4. If you are attending the graduation ceremony, it is your responsibility to order your cap and gown by the published deadline date in the SCC Catalog. **You must indicate if you are participating in the ceremony below, and turn in a Diploma/Certificate Application by the deadline date above. NO EXCEPTIONS.** (Please Initial) _____
5. ❑ Please check here and attach a Transcript Request to this Diploma/Certificate Application if you would like your degree posted and sent to an Educational Institution.
6. **One diploma or certificate** will be printed for each degree or certificate for which you are eligible. (Please Initial) _____

Name: _____ **SSN:** _____
First Middle Last

Former Name: _____ **Student ID#:** _____

Telephone: _____ **Alternate Telephone:** _____

E-mail Address: _____

Address for Diploma Mailing: _____
Street

_____
City State Zip Code

Applying for the following:

❑ Associate in Arts Degree — General A.A. - General Studies (CLAST scores or CLAST waiver on file) ❑ Yes ❑ No

❑ Associate in Science Degree — _____
Specify degree, specialization, and catalog year

❑ Technical Certificate — _____
Specify area

❑ Post-Secondary Adult Vocational Certificate — _____
Specify area

I plan to complete all graduation requirements and would like to receive my degree/diploma/certificate at the end of:

❑ Term I - December (Fall Graduation)
❑ Term IA - October (No ceremony)
❑ Term II - May (Spring Graduation)
❑ Term IIA - March (No ceremony)
❑ Term III - August (Summer - No ceremony)
❑ Term IIIA - June (No ceremony)

Are you a member of the following programs/clubs:

PTK _____ PBL _____ Honors Diploma _____ Science/Science Merit Diploma _____

Do you plan to participate in the graduation ceremony? ❑ Yes ❑ No (If yes, please adhere to deadline dates above.)

I understand that my graduation is contingent upon my successful completion of all degree/diploma/certificate requirements. I also understand that I must meet any and all of my financial obligations and restrictions to the College before the date of graduation.

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

OFFICE USE ONLY

Overall G.P.A. _____ Honors Status _____ Certified by _____ Date _____
Grad Stat Letter sent _____ Degree Posted _____ Transcript Requested _____
Diploma Mailed _____ Diploma Pickup _____ by _____