

STUDENTS: KEEP THIS SHEET!!

*** INFORMATION ***

Q: *Why do I have to turn in a Graduation Application?*

A: The Graduation Application tells the Registrar's Office that you will be completing all of the requirements for graduation, plus gives us information like what semester you will complete all of the requirements, where you want us to send your diploma, how to contact you if we have any questions, and more.

Q: *When do I have to turn in the Graduation Application?*

A: There are a couple of deadlines, depending on in which semester you will complete all your classes:

FALL 2025 Completion—Tuesday, October 21, 2025 SPRING

2026 Completion—Monday, December 16, 2025 SUMMER

2026 Completion—Monday, December 16, 2025

Q: *When is the graduation ceremony?*

A: We actually call this ceremony "Commencement". There will be three separate ceremonies. Nursing Capping & Pinning will take place on Friday, May 8. Other Certificate and Associate of Applied Science programs will participate in the ceremony on Friday, May 8, 2026, at 4:00 PM Transfer degree programs (Associate of Arts, Science and General Studies) will participate in the ceremony on Friday, May 8, 2026, at 6:00 PM.

Q: *Do I have to walk in the ceremony?*

A: Students who have met all the requirements for graduation are expected to participate.

Q: *Do I have to buy a cap & gown?*

A: No. The Saints Bookstore will provide a cap, gown, and tassel for you at no cost. See "**Things You Need to Know**" below.

Q: *When will I receive my diploma?*

A: About 10 weeks after you've completed the last class for your certificate or degree.

*** INSTRUCTIONS ***

1. Fill out the graduation application on a computer, then print it out and take it to your advisor. If you don't know which boxes to check, ask your advisor. **DO NOT HAND WRITE THE APPLICATION.** You and your advisor must BOTH sign the application.
2. Ask your advisor to fill out a degree check sheet or run a DegreeWorks audit.
3. Pay the \$15.00 diploma fee at the Business Office.
4. Turn in the Graduation Application, Degree Check/DegreeWorks Audit (1st page), and receipt for the \$15 to the Registrar's Office. All three must be turned in together. The Registrar's Office will not accept the application without a degree check and receipt.

***** CHECK WITH YOUR ADVISOR IN JANUARY TO SEE IF THERE ARE CLASSES *****
***** YOU STILL NEED TO COMPLETE YOUR DEGREE *****

*** THINGS YOU NEED TO KNOW ***

- A student must be within nine credit hours of completing their graduation requirements to participate in the Commencement Ceremony (12 credit hours for Cosmetology).
- Caps & gowns are **green** and **must be picked up from the Saints Bookstore beginning March 9, 2026**. Each graduate elect will receive a cap, gown, and standard tassel at no additional cost. If you would like a bling tassel, they are available for purchase at the bookstore. Students graduating with honors will need to purchase their honor cords at the bookstore.
- Remember - We want to maintain the dignity of the commencement ceremony. While we do allow you to decorate your cap, remember there are guidelines you must follow. Those will be sent out in an e-mail at a later date. 

Walking in the Commencement Ceremony does *NOT* mean you've graduated. You must complete all degree requirements to be considered graduated and have a degree awarded.

Seward County Community College

Application for Graduation

Student ID: _____

Cell Phone #: _____

Name on file with SCCC: _____

Permanent Phone #: _____

Name you want printed on your Diploma: _____

Current Home Address: _____
Address City State Zip Country

MAIL DIPLOMA TO: _____
Address City State Zip Country

Personal

E-mail address: _____

I WILL FINISH THE LAST CLASS FOR THE DEGREE/CERTIFICATE IN: Fall 25 Spring 26 Sum 26 Fall 26

Cert/Degree 1:	Certificate A (16-29 credit hours)	Associate of Arts	Associate of General Studies
	Certificate B (30-44 credit hours)		
	Certificate C (45-59 credit hours)	Associate of Science	Associate of Applied Science

Major: _____

Cert/Degree 2:	Certificate A (16-29 credit hours)	Associate of Arts	Associate of General Studies
	Certificate B (30-44 credit hours)		
	Certificate C (45-59 credit hours)	Associate of Science	Associate of Applied Science

Major: _____

Cert/Degree 3:	Certificate A (16-29 credit hours)	Associate of Arts	Associate of General Studies
	Certificate B (30-44 credit hours)		
	Certificate C (45-59 credit hours)	Associate of Science	Associate of Applied Science

Major: _____

CHECK WITH YOUR ADVISOR IN JANUARY TO SEE IF THERE ARE STILL CLASSES YOU MUST TAKE TO GRADUATE

I have read the information sheet (page 1). I understand that if I cannot participate in the commencement ceremony, I must submit a letter or email to the registrar's office explaining why. I also understand that diplomas will be mailed out about two **(2) months after completing all courses** for my certificate or degree.

Student's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____

****DIPLOMA WILL BE MAILED TO YOU APPROXIMATELY 2 MONTHS AFTER DEGREE REQUIREMENTS ARE COMPLETED****

DO NOT WRITE BELOW THIS LINE. REGISTRAR OFFICE USE ONLY.

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