



ASNUNTUCK COMMUNITY COLLEGE

GRADUATION APPLICATION INSTRUCTIONS

Asnuntuck Community College graduates students three times each academic year in August, December, and May. We celebrate our graduates, both certificates and Associates Degrees at one ceremony each May.

Graduation is not automatic and it is the student's responsibility to submit this application on time and ensure that all of the graduation requirements are met – see checklist below.

APPLICATION DEADLINES

AUGUST GRADUATES MUST APPLY BY AUGUST 1, 2019
DECEMBER GRADUATES MUST APPLY BY NOVEMBER 30, 2018
MAY GRADUATES MUST APPLY BY MARCH 29, 2019

If you are within 4 credits of earning your degree and wish to walk in the May ceremony, you must submit an appeal form along with your application. Approval of the Dean of Students and enrollment in your final credits during the summer term following the ceremony is required. Your degree will not be awarded until final requirements are successfully fulfilled.

CANDIDATES FOR GRADUATION MUST:

- check eligibility to graduate by logging in to Degree Works in your myCommNet account.
 - Questions after reviewing your Degree Works audit should be directed to your faculty advisor.
 - make sure grades for all incompletes and approved exceptions are on file in the Registrar's Office.
- have official proof of high school completion/GED on file in the Registrar's Office.
- earn both a cumulative grade point average and major grade point average of 2.0 or higher.
- earn 25% of program credits at Asnuntuck Community College.
- if earning a second degree, complete a minimum of 15 credits beyond the number required for the initial degree and fulfill all requirements of the second degree.
- satisfy all financial obligations (Business Office, Library, etc.)
- submit *Graduation Application* to the Registrar's Office by deadline dates – see above
- notify the Registrar's Office if requirements are being in progress at another college. Once course work is completed, you must have an official transcript sent to ACC's Admissions Office.

The Registrar's Office will notify all graduates regarding the final result of their degree/certificate evaluation. Please ensure that your current email address is included on your application.

46th Commencement Ceremony

Thursday, May 23, 2019, 6 p.m., Symphony Hall, Springfield, MA

Applicants will be notified regarding additional information concerning the ceremony (schedule, cap & gown information, etc.) in early May.

Graduates and their guests are invited to attend the Commencement Ceremony.
All degrees/certificates are distributed following the ceremony.

There is no graduation fee.



ASNUNTUCK COMMUNITY COLLEGE
APPLICATION FOR GRADUATION
DECEMBER 2018, MAY 23, 2019 AND AUGUST 2019 GRADUATES

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

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

PRINT NAME First Middle Last

Banner ID number:

PHONE: Home Work or Cell EMAIL:

What graduation are you applying for: (check one)
DECEMBER 30, 2018
MAY 23, 2019
AUGUST 30, 2019 (NO CEREMONY)
IF YOU SELECTED DECEMBER 2018, DO YOU PLAN TO ATTEND THE CEREMONY IN MAY 2019?
IF YOU SELECTED MAY 2019, DO YOU PLAN TO ATTEND THE CEREMONY?
Are you a Veteran or member of the armed services: Yes No

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 at another college/university to complete degree requirements:

Official transcripts from other institutions must be dropped off or mailed to Asnuntuck Community College

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: SEQUENCE NUMBER USED: PROGRAM DIPLOMA PRINT

Associate Degree Programs	Program Code
Accounting	M11MA03
Business Administration	M11MA67
Communications	M11MA10
Communications: Broadcasting Opt.	M11MA11
Communications Journalism Option	M11MA12
Criminal Justice	M11MA29
Early Childhood Education	M11MA89
Engineering Science	M11MA41
General Studies	M11MA47
Human Services	M11MA49
Information Systems Technology	M11MA80
Liberal Arts	M12MA18
Liberal Arts: Fine Arts	M12MA51
Registered Medical Assisting	M11MA37
Technology Studies	M11MF11
Tech Studies: Engineering Tech Opt	M11MF12
Tech Studies: Engineering Ed Op	M11MF13
Tech Studies: Lean Mfg. & Supply Chain Mgmt. Opt	M11MF20
Tech Studies: Machine Tech Opt	M11MA90
Tech Studies: Mfg. Electronics Tech	M11MA16
Tech Studies: Mfg. Electro-Mechanical Maintenance Tech Option	M11MF14
Tech Studies: Mfg. Welding Tech	M11MA97

Certificate Programs	Program Code
Accounting Assistant	M13MJ22
Business Administration	M13MJ42
Child Development Associate Prep	M13MJ85
Early Childhood Administration	M13MJ79
Early Childhood Education	M13MJ81
Entrepreneur	M13MJ86
Gerontology	M13MJ26
Health Career Pathways	M13MK55
Human Services Management	M13MJ11
Marketing	M13MJ25
Office User Specialist	M13MJ14
Registered Medical Assistant	M13MJ92
Web Designer	M13MJ68

Manufacturing Technology Certificates:	Program Code
Adv. Mfg. Machine Technology	M13MK60
Adv. Mfg. Welding Technology	M13MJ59
CAD/CAM	M13MN17
Lean Manufacturing	M13MN13
Electronics Technology	M13MJ39
Mfg. Electro-Mechanical Maintenance	M13MJ91
Quality Inspection Program	M13MJ18
Supply Chain Management	M13MN14
Team Leader Mgmt. Skills in Mfg.	M13MJ06
Team Leader Tech Skills in Mfg.	M13MJ07

**Connecticut State Colleges and Universities (CSCU)
Transfer Ticket (AA) Degrees:**

	Program Code
CSCU Transfer: Art Studies	M12MG21
CSCU Transfer: Biology Studies	M12MG01
CSCU Transfer: Business Studies	M12MG12
CSCU Transfer: Chemistry Studies	M12MG02
CSCU Transfer: Communication Studies	M12MG03
CSCU Transfer: Criminology Studies	M12MG04
CSCU Transfer: EC Teacher Credential Studies	M12MG14
CSCU Transfer: English Studies	M12MG05
CSCU Transfer: History Studies	M12MG06
CSCU Transfer: Mathematics Studies	M12MG07
CSCU Transfer: Physics Studies	M12MG19
CSCU Transfer: Political Science Studies	M12MG08
CSCU Transfer: Psychology Studies	M12MG09
CSCU Transfer: Social Work Studies	M12MG10
CSCU Transfer: Sociology Studies	M12MG11
CSCU Transfer: Spanish Studies	M12MG20

**ASNUNTUCK COMMUNITY COLLEGE
PHONETIC SPELLING FORM FOR
GRADUATES PARTICIPATING IN THE COMMENCEMENT CEREMONY
MAY 23, 2019**

In order that your name may be read properly at the Commencement Ceremony on Thursday, May 23, 2019, *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 _____

Please Complete:

Name: _____

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

Name of College or University

Program of Study

Notice of Non-discrimination: Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Yhara Zelinka, Title IX Coordinator, yzelinka@asnuntuck.edu (860) 253-3092 and Deborah Kosior, 504/ADA Coordinator, AS-DisabilityServices@asnuntuck.edu (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082. Políticas Antidiscriminatorias: Asnuntuck Community College no discrimina por razones de raza, color, creencias religiosas, edad, género, nacionalidad, estado civil, ascendencia, historia presente o pasada de discapacidad mental o física, problemas de aprendizaje, orientación sexual, Identidad y expresión de género, o información genética, en sus programas o actividades. Adicionalmente Asnuntuck no discrimina individuos por razones pertinentes a la categoría de veteranos o historia criminal. Las siguientes personas han sido designadas para resolver cualquier inquietud pertinente a las políticas antidiscriminatorias: Yhara Zelinka, Title IX Coordinator, yzelinka@asnuntuck.edu (860) 253-3092 and Deborah Kosior, 504/ADA Coordinator, AS-DisabilityServices@asnuntuck.edu (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.