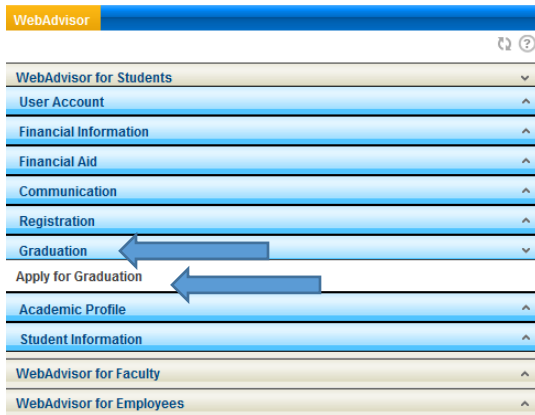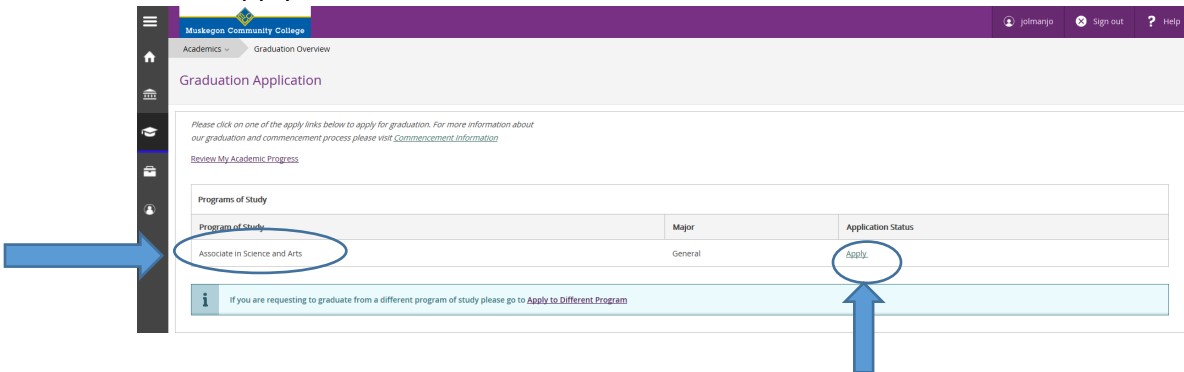# ON LINE GRADUATION APPLICATION INSTRUCTIONS

To apply for graduation on line select Graduation and Apply for Graduation.

On this screen you will see the program/s that are attached to your student record.
Select Apply link to continue.

1. Choose the drop down box to select the graduation term.

2. If you have credits from another college, enter the institution's name.

I have transfer credits from: *

3. Fill out the Preferred Name on Diploma – This will be the name that is printed on the diploma

Preferred Name on Diploma *

Jamie Aconconsent

4. Select the drop down box to choose yes or no for Phi Theta Kappa Member

Are You A Phi Theta Kappa Member? *

Please Select
Yes- I am a PTK Member
No- I am not a PTK Member

5. Select the appropriate address choice. If the diploma should be shipped to a different address than what is listed, select "Ship to a new address" and enter it in the fields below.

Diploma Mailing Address ○ Ship to preferred mailing address

3240 Bertha Bee
Muskegon, MI 49444

● Ship to a new address

☐ Outside US/Canada

Address Line 1 *

555 Center St

Address Line 2

Address Line 2

City *

Muskegon

State/Province *

Michigan

ZIP/Postal Code *

49442

6. If you are an Early College Student leave your answer as YES.
If you are **not an** Early College Student, click on the YES to change to your answer to NO.

Are You An Early College Student? *   YES ✓

Are You An Early College Student? *   ✗ NO

7. Click Submit to finalize the application

Cancel   Submit

8. You will receive an email to your MCC email account acknowledging that you have applied and letting you know that a follow-up email will be sent within 48 hours with the details of what you submitted as seen below.

Dear Joan,

Thank you for submitting your Application for Graduation.

You will receive comfirmation within 48 hours of the name you would like printed on your diploma, the program you are applying to graduate from, and your intention for participating at Commencement on May 9, 2018.

Within 2 to 3 weeks a formal evaluation will be completed and mailed to you with the status of your graduation.

If you have any questions about graduation and/or the Commencement ceremony for May 9,2018, please contact the Office of the Registrar at: officeoftheregistrar@muskegoncc.edu

Thank you,

Office of the Registrar

9. Below is an example of the follow-up email that you will receive confirming your application answers.

Joan,

Below you will find your graduate application information submitted on 02/22/18:

Term = 2018SU
Major = Mechatronics Certificate
Diploma = Certificate

Diploma Name = Joan Jolman

Address = 3240 Bertha Bee
City = Muskegon
State = MI
Zip = 49444

Attend Commencement = No
Phi Theta Kappa Member = No
Early College Student = No
Military Status = No

If you have any questions, feel free to contact us at the following:
On Campus - Office of the Registrar, Room 100H
Email - officeoftheregistrar@muskegoncc.edu

Program Change

If the program listed is not the program you are requesting to graduate from choose the link to apply to a different program. This link will take you to a page with a fillable form **"Academic Program Change"**

To change your academic program please click on the Program Change button, fully complete the form, and turn it into the Counseling and Advising Office Room 101.

This form will need to be completed and turned in to the Counseling & Advising Center in Room 101 before you can complete the Graduation Application.