



# HIGHLAND COMMUNITY COLLEGE

## Intent to Graduate

**\*\*For Office Use Only\*\***

FA – SP – SU 20\_\_\_\_  
 Geometry Req. Y N  
 Participation Y N  
 IAI Requirements Y N  
 GPA \_\_\_\_\_  
 Graduated Y N

1. **Filing deadline for** Fall 2017 – Friday, October 13, 2017  
 Spring 2018 – Wednesday, Feb 14, 2018  
 Summer 2018 – Monday, April 16, 2018

2. This form is required for all students graduating with an HCC Degree or certificate (regardless of participation in ceremony)
3. **A NON-Refundable fee of \$30** must accompany this **completed** form when presented to the HCC Records office. Please print legibly.
4. Summer and Fall graduates are encouraged to participate in Spring commencement exercises.
5. The intent to graduate covers a student for an *entire year* from when they apply for graduation.
6. If you have any questions regarding this form and/or the graduation processes, please contact Jeremy at **815-599-3500**
7. Please allow 6-8 weeks after semester grades are processed for mailings of diplomas/certificates.

NAME \_\_\_\_\_  
 (Print your name EXACTLY the way you want it to appear on your diploma)

E-MAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_ Student ID **9000** \_ \_ \_ \_ \_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ PHONE ( ) \_\_\_\_\_

I am graduating during the : Fall \_\_ Spring \_\_ Summer \_\_ 20\_\_\_\_ semester

**I will be participating (walking through in cap and gown) in Spring commencement exercises held on our campus on May 19, 2018 at 10 a.m.**

\_\_\_\_ Yes (For an accurate count and measurements, we need this info) **Height** \_\_\_\_\_ **Weight(lbs)** \_\_\_\_\_  
 \_\_\_\_ No

My name is pronounced (for those students participating in the ceremony) as \_\_\_\_\_

Last	First
Example - Weber (like the grill)	Diana (Die-ann-a)
Example - Kryzewski (Sha-shef-skee)	Palascak (Pal-a-sack)

Town of residence desired to be listed in the commencement program and media listings: City: \_\_\_\_\_ State \_\_\_\_\_

If you require any special arrangements for participating in the ceremony (for instance, students with a disability) or special accommodations for guests, please describe below. You may also call **815-599-3500** or email Jeremy.Bradt@highland.edu if you have questions

\*I am applying for:

____ Associate of Science	____ Associate of General Studies
____ Associate of Arts	____ Associate of Engineering Science
____ Associate of Applied Science	____ Certificate in _____
**(Emphasis of AAS) _____	

\*Please refer to the current Highland catalog for description/requirements of appropriate degree/certificate or use the chart on the back of this form. \*\*AAS candidates must provide an emphasis if more than one is offered.

**I am a member of Phi Theta Kappa:** \_\_\_\_\_ Yes \_\_\_\_\_ No  
**Did you attend HCC prior to Summer of 1993?** \_\_\_\_\_ Yes \_\_\_\_\_ No

Is there something unique about this graduation for you or someone else you know? Please let us know of any human-interest story about your or any other graduates (such as third generation graduate, brother/sister, mother/father, husband/wife, etc) on the reverse side of the questionnaire. If you have any questions about this, please contact Community Relations at 815-599-3421.

**\*\*Financial Aid Recipients Only\*\***

I hereby authorize that the "Graduation Fee" be charged against the proceeds of my grants or scholarships for which I am eligible. I understand that I am responsible for any charges, which may be in excess of these proceeds.

\_\_\_\_\_  
 Degree Candidate's Signature

\_\_\_\_\_  
 Authorized Financial Aid Signature

**\*\*For Office Use Only\*\***

Received by \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
 Degree Candidate's Signature

\_\_\_\_\_  
 Date

Fee Paid (\$30) Y \_\_\_ N \_\_\_ Seq. # \_\_\_\_\_

**FIELD OF STUDY CODES AND PROGRAM TITLES - The Field of Study Codes are arranged in the following manner:**

- A. Transfer (2-year Degree at Highland and transferring to another college)
- B. Two Year Non-Transfer Degree (2-year vocational degree)
- C. Certificate (less than 2-year programs)
- D. Other

A. Transfer Degrees:	B. Two-year Non-Transfer Degrees:	C. Certificates:
<b>1. Associate of Science</b> 303 <u>(Use 303 if specific A.S. is not listed below)</u> Agriculture 402 Biology 403 Biology Education 404 Business Administration 204 Chemistry 406 Computer Science 407 Engineer Tech. 612 Environmental Science 405 Geology 409 Mathematics 410 Physical Education 510 Physics 411 Pre-Chiropractic 430 Pre-Dentistry 412 Pre-Med. Tech 416 Pre-Medicine 418 Pre-Pharmacy 422 Pre-Vet Med. 424	<b>3. Associate of Applied Science</b> Accounting 203 Agricultural Management 630 <b>**Agri-Business Emphasis</b> <b>**General Production Emphasis</b> <b>**Dairy Herd Management Emphasis</b> Auto Body Repair 622 Automotive Mechanics 604 Early Childhood Education 703 Emergency Medical Technician 425 Equine Science 633 Graphic Design 301 Hospitality 217 Industrial Mfg. Technology 617 Information Systems 206 <b>**Programming Emphasis</b> <b>**Computer Technician Emphasis</b> <b>**Office Administration Emphasis</b> <b>**Business Emphasis</b> Information/Word Processing 220 Information Technology-Healthcare 233 <b>**Medical Transcription Emphasis</b> <b>**Medical Coding Emphasis</b> Mechatronics 642 Medical Assistant 420 Nursing/ADN 421 NION Nursing (Online) 423 Paraprofessional Educator 505 Web Design 210 <b>**Art/Music Specialist Emphasis</b> <b>**INFT Specialist Emphasis</b>	Accounting 213 Accounts Clerk 214 Agricultural Production 605 ** Dairy or General Emphasis Auto Body Repair Certificate 629 Automotive Service Level I 636 Automotive Service Level II 637 Clerical Business 241 Clerk Typist 231 CNC Machinist 644 Computer Technician 619 Cosmetology 606 Customer Service 212 Desktop Publishing 222 ECE Infant/Toddler 726 <b>Equine Certificates</b> Equine Massage Therapist 638 Equine Riding Instructor 640 Stable Manager 639 General Equine Science 641 Infant/Toddler Level 3 Credential 725 Level 2 ECE Credential 723 Level 3 ECE Credential 713 ECE Infant/Toddler Certificate 726 Graphic Design 305 <b>Industrial Manufacturing Technology:</b> Basic Welding 628 Computer-Aided Design/Mech. 601 Industrial Electronics & Controls 615 Industrial Maintenance Technician 623 Machine Processes 607 Welding & Fabrication 614
<b>2. Associate of Arts</b> 304 <u>(Use 304 if specific A.A. is not listed below)</u> Art 302 Criminal Justice 517 History/Social Science 502 Human/Social Service 509 Mass Communication 310 Music 306 Political Science 504 Professional Education 506 Psychology 516 Sociology 508 Speech /Theatre 308	<b>Associate of General Studies Degree</b> 101 (A variety of courses to meet personal goals.)	Infant/Toddler Level 3 Credential 725 Information Word Processing 221 Medical Coding 234 Medical Transcriptionist 232 Nail Technician 635 Paramedic Certificate 426 Paraprofessional Educator 507 Professional Tax Preparer 216 QuickBooks Professional 215
<b>3. Associate of Engineering Science</b> 414		