HIGHLAND COMMUNITY COLLEGE
Intent to Graduate Form

1. **Filing deadline for   Fall 2020 – Friday, October 16, 2020**
   Spring 2021 – Thursday, February 11, 2021
   Summer 2021 – Monday, April 12, 2021
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 you for an **entire year** from when you 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)

Email _____

Address _____ Student ID **900** _ _ _ _ _ _

_____ Phone (_____) _____
City   State   Zip

I am graduating during the: Fall [   ]   Spring [   ]   Summer [   ]   20_____ semester

Spring commencement will be held virtually or on-campus on May 22, 2021 at 10 a.m.
Please check only one box

[   ]   1. I will attend an in-person commencement.
        2. I will attend commencement if it is virtual.
        3. I will attend commencement either way.

        Height _____ Weight (lbs) _____

[   ]   4. I will not attend commencement.

My name is pronounced: _____
                          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 _____

*I am applying for:
        _____ Associate of Science   _____ Associate of General Studies
        _____ Associate of Arts   _____ Associate of Engineering Science
        _____ Associate of Applied Science   _____ Certificate(s) 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

If you or a guest require any special accommodations, call **815-599-3500** or email Jeremy.Bradt@highland.edu.

Is there something unique about this graduation for you or someone you know? Please let us know of any human-interest story about you or any other graduates (such as first 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

*I understand the graduation ceremony is intended to recognize HCC academic achievement only.

_____

Degree Candidate's Signature   Date

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:

1. **Associate of Science**   303
   (Use 303 if specific A.S. is not listed below)
   Agriculture   402
   Biology   403
   Biology Education   404
   Business Administration   204
   Chemistry   406
   Computer Science   407
   Engineer Tech.   612
   Environmental Science   405
   Geology   409
   Health Science   525
   Mathematics   410
   Physics   411
   Pre-Chiropractic   430
   Pre-Dentistry   412
   Pre-Med. Tech   416
   Pre-Medicine   418
   Pre-Pharmacy   422
   Pre-Vet Med.   424

2. **Associate of Arts**   304
   (Use 304 if specific A.A. is not listed below)
   Art/Graphic Design   302
   Business Administration   204
   Criminal Justice   517
   Early Childhood Education   512
   History/Social Science   502
   Human/Social Service   509
   Mass Communication   310
   Music   306
   Physical Education   510
   Political Science   504
   Professional Education   506
   Psychology   516
   Sociology   508
   Speech /Theatre   308

3. **Associate of Engineering Science**   414

B. Two-year Non-Transfer Degrees:

3. **Associate of Applied Science**
   Accounting   203
   Agricultural Management   630
   Agri-Business Emphasis
   Animal Science Emphasis
   Crop Management
   Dairy Herd Management Emphasis
   General Production Emphasis
   Precision Ag Technician Emphasis
   Auto Body Repair   622
   Automotive Mechanics   604
   Early Childhood Education   703
   Early Childhood Education   704
   Emergency Medical Services   425
   Equine Science   633
   Graphic Design   301
   Hospitality   217
   Industrial Mfg. Technology   617
   Industrial Training   634
   Information Systems   206
   Programming Emphasis
   Computer Technician Emphasis
   Office Administration Emphasis
   Business Emphasis
   Information/Word Processing   220
   Information Technology-Healthcare   233
   Medical Transcription Emphasis
   Medical Coding Emphasis
   Mechatronics   642
   Medical Assistant   420
   Nursing/ADN   421
   Paraprofessional Educator   505
   Web Design   210
   INFT Specialist Emphasis

   Associate of General Studies Degree   101
   (A variety of courses to meet personal
      goals.)

C. Certificates:

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
Computer Technician	619
Cosmetology	606
Customer Service	212
Desktop Publishing	222
ECE Infant/Toddler	726
Equine Certificates	
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
Hospitality Start-Up	261
Hotel Management	262
Industrial Manufacturing Technology:	
Basic Welding	628
CNC Machinist	644
Computer-Aided Design/Mech.	601
Industrial Electronics & Controls	615
Industrial Maintenance Technician	623
Machine Processes	607
Welding & Fabrication	614
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
Patient Care Technician	427
Professional Tax Preparer	216
QuickBooks Professional	215
Restaurant Management	260

For Office Use Only

Received by _____ Date _____

Fee Paid ($30) Y____ N____   Seq. # _____