



Spokane Community College GRADUATION APPLICATION

This form is required in order to graduate from SCC

SCC Transcript Office
1810 N Greene St MS 2151
Spokane, WA 99217-5499
Email: Transcripts@scc.spokane.edu
Ph: 509-533-7001 • Fax: 509-533-8887

For priority processing submit your form by these dates:
(applications accepted until the last day of the graduating quarter)

- **January 31** for graduation at the end of spring quarter
- **March 31** for graduation at the end of summer quarter
- **July 31** for graduation at the end of fall quarter
- **September 30** for graduation at the end winter quarter

DIPLOMA INFORMATION: Type/Print your name as it should appear on your diploma (use black or blue ink).

Student identification number _____

First name _____ Middle name or initial _____ Last name _____

Phone _____ E-mail _____

Your diploma will be sent to the address listed in ctcLink approximately 6-10 weeks after the graduating quarter ends.

DEGREE OR CERTIFICATE INFORMATION:

Each degree or certificate which is not imbedded requires a separate Graduation Application.

Completion Year: _____ Quarter: Fall Winter Spring Summer

Mark one box below and print the program name.

<input type="checkbox"/> DEGREE (Program requires 90 or more credits)
PRINT program name

<input type="checkbox"/> CERTIFICATE (Program requires less than 90 credits)
PRINT program name

Certificates earned by completing your degree will also be automatically awarded

Award High School Diploma - Requires that you earned an Associates Degree (AA, AS, or AAS)

COMMENCEMENT CEREMONY PARTICIPATION AND CAP/GOWN INFORMATION

Commencement is usually the Friday of spring quarter finals week. More info is available at scc.spokane.edu/Graduation.

STUDENT SIGNATURE

I hereby apply for graduation and certify that to the best of my knowledge all of the above information is correct. I accept the responsibility to complete the requirements for the degree and/or certificate for which I am applying. I also understand it is my responsibility to return this completed form to the SCC Transcript Office and to update my address in ctcLink. In addition, my signature either typed or signed authorizes use of my name in the Commencement Program.

Student signature (REQUIRED) _____ Date _____

**Submit your completed form to the SCC Transcripts department by email, fax, mail, or in person.
You will receive an email response in 6-8 weeks.**

If you are using credits from another college to meet graduation requirements, an official copy of that transcript, including Spokane Falls Community College, must be received by Spokane Community College before degree/certificate can be awarded.

FOR OFFICE USE ONLY		
Date approved _____	Date disapproved _____	Grade point average _____
Missing requirements		

The only way to graduate is to submit this form.

Spokane Community College wants you to graduate, and we are here to help.

If you need help with this form, please contact the Transcript Office:

- PHONE: 509-533-7001
- EMAIL: transcripts@scc.spokane.edu
- IN PERSON: Transcript Office in Building 15

Instructions

Complete and provide the necessary information and submit the form to the correct office. Here are some common mistakes:

- Entering the wrong Degree or Certificate
- Wrong or empty Completion Year

1. How do I find the required information?

You can find this information in your ctcLink Student Homepage, under Profile

- Student Identification Number
 - This 9 digit number can be found under your profile
- Profile
 - Phone
 - Contact Details
 - Email

2. How do I find my Academic Plan?

Here is how you find your Major in ctcLink:

- Navigation: your ctcLink Student Homepage> Academic Records.
- Click on My Program and you will find your Academic Plan (Major)

3. How to I update my Academic Plan/Major?

4. Submit a Student Update Form

The Transcript Office will email you and let you know the status of your Graduation Application. We will let you know:

- We have received your Graduation Application
- You are on track to graduate
- You have some additional requirements to complete

You can find your Graduation Status on your ctcLink homepage by checking the View Graduation Status page. Navigation: Academic Progress> View Graduation Status