

GRADUATION



FILL OUT DIPLOMA ORDER CARD



FILL OUT APPLICATION, PART 1



OBTAIN AN APPROVAL SIGNATURE FOR
PART II

FULL TIME: SEE YOUR FACULTY
ADVISOR

PART TIME: VISIT THE ADVISING
CENTER (SSC 201)



COMPLETE GRADUATION FEE RECEIPT
& BRING IT WITH YOUR PAYMENT TO
STUDENT ACCOUNTS (SSC 202)



COMPLETE GRADUATION GOWN
MEASUREMENT FORM AND RETURN TO
DUTCHESS HALL ROOM 201

**OFFICE OF THE REGISTRAR
DUTCHESS COMMUNITY COLLEGE
POUGHKEEPSIE, NY 12601**

DIRECTIONS AND INFORMATION FOR PROSPECTIVE 2011/2012 DCC GRADUATES

Directions for Filing

A. All graduation applicants must:

1. Complete the attached graduation application according to the directions outlined on the form. The completed graduation application is used to verify the ordering of your diploma, as well as to certify graduation. Please insure that the application is completed and filed in the Registrar's Office (SSC 201) by the deadlines outlined below. Include a mailing address where the diploma may be sent if you will not attend the graduation ceremony. In case of address change, the Registrar's Office should immediately be notified in writing.
2. Complete the attached **Graduation Fee Receipt** and pay the \$30.00 (\$15.00 for second degrees) graduation fee in the Student Accounts Office (SSC 202). This fee must be paid before a student may receive his/her diploma.

B. The **deadlines** for filing graduation applications are as listed below. It is extremely important for these deadlines to be followed to insure the timely availability of your diploma. Failure to meet the appropriate deadline will likely cause your diploma not to be on hand at the time of your graduation.

For	File by
January 2012	October 14, 2011
May 2012	February 24, 2012
August 2012	June 8, 2012

C. Diplomas will be awarded as follows:

- January:** Diplomas will be mailed to the address on the application following committee approval in January.
- May:** Available for pickup following committee approval in late May; those not picked up will be mailed early August.
- August:** Diplomas will be mailed to the address on the application following committee approval in September.

Information for May 2012 Commencement

1. Cap and Gown Measurement Times

After applying for graduation, measurements will be accepted at anytime between 9:00 a.m. – 5:00 p.m. in the Student Activities Office, D-201. Information may also be taken over the phone or by mail.

Deadline: Friday, March 31, 2012

2. Graduation packets can be picked up at the time of Cap and Gown measurements.
3. **CAP AND GOWN PICK UP FROM 9:00 A.M. TO 7:00 P.M. ON MONDAY AND TUESDAY, MAY 14 AND 15 ONLY IN Dutchess Hall, Room DEL.**
4. **Graduation Dinner Dance:** Friday, April 27, 2012. See details in the graduation packet for details regarding reservations.
5. **Graduation will be Thursday, May 17, 2012**

Before you graduate you must:

- File a completed graduation application
- Fill out a pink card to order your diploma
- Pay the graduation fee

Please keep an eye out for your invitation to the Graduation Dinner Dance.

We are looking forward to having you participate in Graduation ceremony!

For more information about Graduation go to:

www.sunydutchess.edu/studentlife/gradhome/

53 Pendell Road • Poughkeepsie • NY 12601-1595

DIRECTIONS:

1. All applicants for graduation are to **complete PART I** of this application.
2. Full-time students should make an appointment with their **faculty advisor to complete PART II** then return this application to the Office of the Registrar in Orcutt Student Services Center, room 201.
3. Part-time students or non-enrolled applicants for graduation visit the Academic Advising Center in Orcutt Student Services Center, room 201 to **complete PART II** and turn in their application.
4. This form will be used to determine **eligibility** for a degree or certificate to be awarded officially on your transcript.

PART I: To be completed by student.

PLEASE PRINT FIRMLY

Circle one: Mr. Mrs. Ms.

I, _____,

Student ID #: A _____

hereby apply for the _____

(A.A., A.S., A.A.S. or Certificate)

degree in _____

(Curriculum)

to be conferred by the Trustees of DCC as of :

January 20 ____ May 20 ____ August 20 ____

I understand it is my responsibility to meet all academic, financial and other obligations outlined in the college catalog of _____ (date of full-time entry or part-time matriculation.)

Signature: _____

Address where diploma should be mailed:

Telephone: _____ Date: _____

PART II: To be completed by advisor.

Student's name: _____
is in the process of completing all requirements of the _____ curriculum as prescribed in the Dutchess Community College catalog of _____

(Year)

or Part-Time Matriculation Study Plan dated _____.

I, therefore, recommend he/she be awarded the _____ degree.

(A.A., A.S., A.A.S. or Certificate)

Date of graduation _____, subject to the successful completion of the following courses and/or conditions.

Courses in progress and to be completed in the future:

Course in progress/semester	Course to be completed/semester
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Conditions: PLEASE PRINT

Quantitative Skills Requirement has been met: Yes No
Advisor: _____ Date: _____

Signature: _____

PART III - The Academic Standards Committee hereby:

- Approves this application.
- Disapproves this application for this reason _____

_____ Date: _____ _____ Date: _____

(Signature: ASC Representative)

(Dean or Associate Dean of Student Services and Enrollment Management)

Reversal _____ Date: _____

FOR OFFICE USE ONLY: C AW MA

Letter & date sent: Approval _____ Denial _____ Fee not paid _____ CC _____ Diploma sent _____
Mail _____ Picked Up _____

Graduation Fee Receipt

DUTCHESS COMMUNITY COLLEGE
Please submit with payment to Student Accounts(SSC 202)

Last: _____ **First:** _____ **MI:** _____

Student ID Number: _____

Circle One: AA AAS AS CERT

Curriculum: _____ *Graduation Date:* _____



Dutchess Community College
53 Pendell Road
Poughkeepsie, NY 12601

STUDENT ACCOUNTS OFFICE
 \$30 Graduation Fee
 \$15 Replacement Diploma Fee
 \$15 Second Degree Fee

STUDENT ACCOUNTS STAMP

Students must keep this receipt!

ABOUT YOUR GRADUATION FEE...

Each student who applies for graduation from Dutchess Community College must pay a \$30 fee. (The fee for a second degree earned in a subsequent semester is \$15.) Make check payable to "Dutchess Community College."

The graduation fee is used to offset the costs associated with your graduation including your diploma and diploma jacket.

All graduating students are urged to attend Commencement. Caps and gowns are provided without cost to graduates.

Please complete and present the *Graduation Fee Receipt* with your graduation fee payment to the Student Accounts Office, Student Services Center, Room 202.

DCC Graduation Gown Measurement Form

Print your name clearly and as you would like it announced at Graduation

LAST NAME

FIRST NAME

MIDDLE Initial

A-Number

ADDRESS

E-Mail Address:

HEIGHT _____ Feet _____ Inches

WEIGHT _____ MALE or FEMALE (Circle One)

FIELD OF STUDY:

RETURN TO THE OFFICE OF STUDENT ACTIVITIES – Dutchess Hall Room 201

53 Pendell Road, Poughkeepsie, New York 12601

DUTCHESS COMMUNITY COLLEGE GRADUATION INTENT/DIPLOMA ORDER CARD

Please print your name as it should appear on your D.C.C. Diploma

Name: _____

Former Name: _____ ID# A _____

Social Security Number: xxx-xx _____ Date of Birth: _____

Address: _____

(Where diploma should be sent)

Phone Number: _____

Anticipated Semester of Graduation: Jan 20____ May 20____ Aug 20____

Curriculum: _____

Degree: _____

Date: _____

Signature: _____

RETURN THIS CARD TO THE REGISTRAR'S OFFICE

ATTENTION ALL STAFFORD STUDENT LOAN RECIPIENTS!!!!!!

If you have borrowed monies from the Stafford Student Loan Program during any semester at Dutchess Community College, you are required by federal law to complete an Exit Interview *before* graduation.

This process can be completed online by accessing the following website:

www.nslds.ed.gov

(click on the blue 'Exit Interview' box on the bottom of the page)

Your exit interview information will be sent directly to the Office of Financial Aid.

If you have any questions regarding this procedure, please contact the Office of Financial Aid at 845-431-8030.

Your failure to comply with this requirement will result in a **hold** being placed on your account.