



Request to Graduate

Today's date: _____

FALL WINTER SUMMER
(circle semester in which you will graduate)

Turn in this form to the Records Office one semester prior to finishing your program.

Upon receipt of this completed form in the Records Office, a graduation audit will be done on your academic record to ensure that all requirements have been met for your degree or certificate, then sent to your Sparky email. When the requirements are met, your degree or certificate will be posted on your transcript at the end of the semester, and a letter will be mailed to you.

Student Name: _____ Student ID #: _____
(Clearly print your name as you wish it to appear on your diploma)

Address diploma to be mailed: _____

Approx. eight weeks after end of semester.

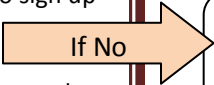
Street Address or P.O. Box # _____ Apt. # _____
City _____ State _____ Zip Code _____

Program Code: _____ (See list below – one program per form) Honors Program Y

SC - Special Certificate CC- Certificate of Completion AAS - Associate in Applied Science

- Art**
SGRA0* SC - Graphic Design
CGRA0 CC - Graphic Design
DAGD0 AAS - Animation & Game Design
DFFA0 AAS - Foundations in Fine Art
DGRA0 AAS - Graphic Design
DPRD0 AAS - 3-Dimensional Product Design
- Automotive**
SAUTO* SC - Automotive Chassis Specialist
SAUT1* SC - Auto Electrical Systems Specialist
SAUT2* SC - Automotive General
SAUT3* SC - Automotive Powertrain Specialist
CABS0 CC - Auto Tech Auto Body Specialist
CDSS0 CC - Auto Tech Diesel Service Specialist
CAUT1 CC - Automotive Technology Master Certification
DAUT0 AAS - Automotive Technology
DATM0 AAS - Automotive Technology Management
- Business**
CBKP0 CC - Bookkeeping
CENT1 CC - Small Business Mgmt & Entrepreneurship
CBUS0 CC - General Business
DBSM0 AAS - Business Management
- Computer Information Systems**
CTEC0 CC - Computer Technician
CWEB0 CC - Webmaster
DWDI0 AAS - Web Design & Internet Development
- Construction Technologies**
CELC2 CC - Electrical Technology
CHVC2 CC - Heating/Ventilation/AC/Refrigeration
DELC2 AAS - Electrical Technology
DHVC2 AAS - Heating/Ventilation/AC/Refrigeration
- Cosmetology**
CCOS1 CC - Cosmetology
CCIN1 CC - Cosmetology Instructor
CNTC0 CC - Nail Technician
DSMN4 AAS - Cosmetology
- Education**
DPRO0 AAS - Paraprofessional
- Emergency Services**
CCRR1 CC - Correctional Officer
CFFT0 CC - Fire Science
DCJA0 AAS - Criminal Justice Administration
DCJP0 AAS - Criminal Justice Pre-Service
DCRA1 AAS - Corrections Administration - Jail Admin.
DCRA0 AAS - Corrections Administration
DFFT1 AAS - Fire Science Administration
- Health Sciences**
CLPN0 CC - Practical Nursing (LPN)
CPHM0 CC - Pharmacy Technology
CSRG0 CC - Surgical Technology
DADN1 AAS - Nursing (ADN)
DSON1 AAS - Cardiac Sonography
DSRG0 AAS - Surgical Technology
- Industrial Technologies**
CIND2 CC - Industrial Maintenance
CODP0 CC - Outdoor Power Engines
CWF1 CC - Welding & Fabricating
DIND2 AAS - Industrial Maintenance
DODP0 AAS - Outdoor Power Engines
DWF1 AAS - Welding & Fabricating
- Office Information Systems**
CMBC0 CC - Medical Billing and Coding
CMOA1 CC - Medical Clerk
CMET0 CC - Medical Transcription
COAS0 CC - Office Assistant
DADA0 AAS - Administrative Assistant
DLES1 AAS - Legal Secretary
DMES1 AAS - Medical Secretary
DMET0 AAS - Medical Transcription
- Technology Management**
DTECO AAS - Technology Management
- Transfer**
SGEN0* SC - General Studies
CGEN0* CC - General Studies
DLIB0 Associate in Arts
DABA1 Associate in Business Administration
DACP0 Associate in Computers - Computer Science
DACP1 Associate in Computers - Information Sys
DCJG0 Associate in Criminal Justice - Generalist
DAFA0 Associate in Fine Arts - Creative Writing
DAFA1 Associate in Fine Arts - Studio Art
DAFA2 Associate in Fine Arts - Theatre Arts
DASC1 Associate in Science - Life Science
DASC2 Associate in Science - Physical Science
DATG1 Associate in Arts-Teaching

Do you plan to participate in Commencement? Deadline to sign up is March 1st.
Yes _____ No _____
If yes, contact the Bookstore to order your regalia.



For students not participating in Commencement, go to Accounting to pay for your diploma. Diploma covers and tassels can be purchased at the Bookstore.

Student Signature _____ Date _____

FOR OFFICE USE ONLY

Circle appropriate honors

Audit Ltr eMailed Date _____ Honors: Cum Laude Magna Cum Laude Summa Cum Laude PTK Date Posted _____
2nd Audit Ltr eMailed Date _____ Honors Posted Y _____ N/A _____ MACRAO posted Y N
Congrats Ltr Mailed Date _____ Date Diploma Mailed _____ Photo Y N Entered in EX



Regalia/Diploma Information

Commencement is held once each year for Fall graduates and for students who plan to complete their program during the Winter and Summer semesters. Students wishing to participate in Commencement must Request to Graduate prior to March 1. Space is limited, therefore, tickets are required. If you purchase regalia, you will receive Commencement and ticket information via your Sparky email in late March. You will be notified when you can pick up your tickets in Students Services. Visit our Graduation page on our website at www.kirtland.edu/graduation for important Commencement/Graduation information.

Regalia is to be purchased at the Kirtland Bookstore. No refund is issued. If earning both a degree and a certificate, purchase the degree regalia only and order your diploma for the certificate program in the Accounting Office.

Degree Package I	(Cap, gown, hood, tassel, diploma cover, diploma) **Diploma cover given at ceremony, diploma mailed	\$56.00***
Degree Package II	(Hood, tassel, diploma cover, diploma) - already have cap and gown-must be from <u>Kirtland</u> **Diploma cover given at ceremony, diploma mailed	\$35.00***
Certificate Package	(Cap, gown, tassel, diploma cover, diploma) **Diploma cover given at ceremony, diploma mailed	\$38.00***
Diploma cover		\$ 7.00***
Tassel with year		\$ 5.00***
Tassel without year		\$ 4.00***

*** PLUS TAX

Diploma \$ 5.00

Students not walking but want to obtain a diploma, please see the Records Office.

PTK Students - See the PTK Advisor regarding information for your PTK stole and tassel.

Shipping prices:

***Prices subject to change**

Merchandise total	Shipping Cost
\$1.00 - \$25.00	\$5.95
\$25.01 - \$50.00	\$6.95
\$50.01 - \$75.00	\$8.95
\$75.01 - \$100.00	\$9.95
Over \$100.00	call the Bookstore for rates.

Questions regarding regalia can be addressed at the Bookstore at (989) 275-5000, ext 273.

Program Code (on Request to Graduate form): _____

Student Name: _____

Student ID #: _____

Accounting:
Date Paid for Diploma _____

By _____

Records:
Entered in EX _____