

# Graduation Summary and Application Form



Northwest Technical College  
Records Office  
905 Grant Avenue SE  
Bemidji, MN 56601  
218/333-6600 Fax: 218/333-6697  
records@ntcmn.edu

\* Please complete the following fields as completely and accurately as possible

Name: \_\_\_\_\_ SSN or NTC ID: \_\_\_\_\_  
Last First MI

While enrolled, we will communicate with you regarding your grad plans via your NTC student e-mail account.  
Provide an alternate e-mail so we may contact you regarding your grad plan after your last term of enrollment.

Alternate Email: \_\_\_\_\_

Name as it will be printed on diploma: \_\_\_\_\_

Hometown: \_\_\_\_\_ (Will be posted in commencement program)

Send my Diploma to:

Street 1: \_\_\_\_\_

Street 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Note: Detailed information is available at [www.ntcmn.edu/commencement](http://www.ntcmn.edu/commencement) regarding the graduation ceremony. This occurs once a year at the end of spring semester. Students who graduate during the prior fall or subsequent summer term are invited to the spring ceremony with the spring semester graduates.

Term/Year courses will be complete: \_\_\_\_\_

Degree:  
(Circle one below)

Certificate

Diploma

AAS

AS

Program: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Advisor Signature)

\_\_\_\_\_  
(Date)

Name: \_\_\_\_\_ SSN or NTC ID: \_\_\_\_\_  
Last First MI

## Courses to Be Completed (Includes current enrollment)

List below those courses you are currently enrolled in and those you have yet to complete to fulfill your degree plans, by term, and indicate how it meets your degree. Please be as accurate as possible on this form. Use additional sheets if more space is needed.

Term/Year: _____			<i>** (Courses currently enrolled in)</i>
Department	Course #	Title	Credits

Term/Year: _____			
Department	Course #	Title	Credits

Credits Earned on DARS report: \_\_\_\_\_ (+) Credits yet to complete (total from above): \_\_\_\_\_ (=) Total Credits Earned: \_\_\_\_\_

## Transfer Equivalencies and/or Course Substitutions

**(NOT REFLECTED ON YOUR DARS REPORT ALREADY)**

This is an **optional** page for students to fill out regarding approved transfer equivalencies and/or course substitutes that do not appear on your DARS report. **For example:** if you are taking courses at another institution (or even a course at Northwest Technical College) that you are considering substituting for a required course to complete your degree, place them below.

For: Program, General Education, etc.	Required Course	Information regarding how the course is satisfied	For Advisor/Division Chair Only: <i>Indicate Yes or No and Initial</i>

## APPLICATION FOR DEGREE

**Submit one semester prior to semester in which you will complete your program.**

Use this application to apply for graduation. Follow the instructions carefully. When completed, submit this application to Office of the Registrar. Graduation, when used in this application, refers to the **granting of your degree**—it does **not** refer to the May Commencement ceremony. Please contact the college office for commencement information. NOTE: If you are applying for more than one degree, each degree must be submitted on a separate application.

### **Personal information:**

1. Fill out this section carefully and please print clearly. If you do not know your ID number, indicate your social security number. Print your name as you want it to appear on your award (NOTE: If you are requesting an award name that differs significantly from the name on your record, you must submit documentation. Contact the Registrar's office for information.) If your award mailing address changes after you submit this form, contact the Registrar's to update the address.

### **Term of graduation:**

2. Meet with your advisor to determine the term during which you will have completed requirements for graduation. List that term in this section.

### **Major in college:**

3. Indicate the degree you are pursuing (A.A.S., A.S., Diploma, for example).

4. List the major(s).

*Ex: High Performance Engines or Massage Therapy*

### **Signature:**

5. Sign and date the form. Have your advisor sign & date also. Submit the form to the Office of the Registrar.

**The Application for Degree is due one semester prior to the semester in which you will complete your program.**

**FALL Semester: Due by April 1\***

**SPRING Semester: Due by October 1\***

**SUMMER semester: Due by February 1 \***

*\*\*Submission of this form by the deadlines ensures your name will be in the Commencement ceremony program*

**Diplomas: Award covers are handed out at the May Commencement ceremony. Awards are mailed to you on the completion of your program.** If you have not received your award after three months, please contact the Office of the Registrar. If you want your award mailed outside the United States, please submit \$5 for postage with this application. NOTE: **It is your responsibility to review your record for holds.** Financial holds (e.g., Student Accounts Receivable, student loans, and library fines) will block the mailing of your award. When you satisfy your financial obligations to Northwest Technical College and your holds are released, notify the Office of the Registrar. Your award will then be mailed to you.

#### Registrar location:

Northwest Technical College

Office of the Registrar

905 Grant Avenue SE

Bemidji, MN 56601

(218)-333-6646

Fax: (218) 333-6697