

# APPLICATION FOR CERTIFICATE OF COMPLETION

INSTRUCTIONS: The Application for Graduation must be submitted by the posted deadline for the semester you wish to receive your degree/certificate. Please read carefully and understand your responsibilities under this application. Submit this form with the appropriate degree or certificate evaluation, signed by your advisor, to the Student Hub.

Today's Date: \_\_\_\_\_

**I expect to Graduate in:**

Spring (May) \_\_\_\_\_ (yr)

Summer (July) \_\_\_\_\_ (yr)

Fall (Dec.) \_\_\_\_\_ (yr)

NAME: \_\_\_\_\_  
(Print or type your name as you wish it to appear on your diploma)

STUDENT ID#: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

MAILING ADDRESS FOR DIPLOMA:

\_\_\_\_\_ Street Address or Box Number

\_\_\_\_\_ City State ZIP

NOTE: LCCC's Commencement Ceremony is held in May. If you complete your requirements and graduate in the Summer or Fall semesters, you may and are encouraged to participate in the ceremony.

PLEASE READ AND UNDERSTAND: Please accept this as my formal application for graduation. I realize that I will receive a formal degree check as a result of this application and that I am responsible for completing requirements as specified in the letter.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

PRS 9473Cert 9/16

## Certificate of Completion Check List

1. Print your degree audit in EaglesEye.
2. Make an appointment to meet with your adviser regarding your degree audit and application.
3. Turn in signed degree audit and application for Certificate of Completion to the Student Hub.

### CERTIFICATE SOUGHT:

Check one – a separate application and signed program evaluation is required for each certificate.

Certificate of Completion	Automotive Body Repair
	Automotive Technology
	<b>Computer Information Systems</b>
	Cisco Certified Networking Associate (CCNA)
	Cisco Certified Networking Professional (CCNP)
	Computer Security
	Computer Support Specialist
	Computer Technician (A+)
	Linux Systems
	MS Office Application Specialist
	Microsoft Systems & Networks
	Programmer
	Web Design
	Customer Service
	Diesel Technology
	Emergency Medical Services - Paramedics
	Engineering Technology, Drafting
	Entrepreneurship Business Plan
	Entrepreneurship
	Fire Science Technology
	<b>Health Information Technology</b>
	Medical Claims Coding Associate
	Medical Office Essentials
	Homeland Security
Heating, Ventilation, & AC/Refrigeration	
Integrated Systems Technology	
Paralegal	
Nursing (LPN)	
Process Technology	
Welding	

### FOR OFFICE USE ONLY

Completed Hours _____	Diploma Approved _____
Currently Enrolled _____	
Total Hours _____	
GPA Cum. _____	
Academic Honors _____	
	Diploma Hold Until _____