Western Nevada College
Admissions and Records

OFFICIAL USE ONLY
$25 fee paid _____
Date_____
9263-911-9200_____

APPLICATION FOR GRADUATION

Students must apply for graduation to receive a degree or certificate and have it posted on their official transcript. Applicants must complete a separate application for each degree or certificate. A $25 graduation payment or payment receipt must accompany this application (make checks payable to the Board of Regents). If submitting in person, first pay at the business office and bring application to Admissions and Records. Students who have not recently met with a counselor or have not received a recent degree/certificate progress report are encouraged to meet with a counselor before submitting this application. Students should only apply for graduation in the semester they are finishing their final degree/certificate requirements.

Filing deadlines: Summer graduation - June 15th Fall graduation - November 1st Spring graduation - March 1st
Applications filed after these dates will be processed for the next semester graduation.

Please submit with payment or receipt to: **Graduation Clerk • Admissions & Records, Western Nevada College • 2201 West College Parkway • Carson City, NV 89703** CALL ADMISSIONS AND RECORDS TO CONFIRM THAT YOUR APPLICATION HAS BEEN RECEIVED.	**Diploma Reprints** ☐ **Number of reprints requested _____** Please check here if you are requesting a reprint of a past diploma. Fill out this application **completely** so that we may best serve your request. Fill out a separate application for each specific degree or certificate, and indicate if you need more than one copy. **$25 for each copy.**

TYPE OR PRINT CLEARLY IN INK

Name to be printed on diploma: _____

WNC Student ID or Social security number: _____ Telephone: _____

Graduation semester: _____ Degree/Certificate & Major: _____

Mailing address for diploma:

_____
(Please print **FULL** addresses) City State Zip

Correspondence address (if other than above):

_____
(Please print **FULL** addresses) City State Zip

List transcripts/certificates from other institutions: *(must be received in Admissions& Records by application deadline if needed for graduation)*

_____

_____

Commencement ceremonies are in May of each year. At that time all associate degrees and certificates of achievement are conferred for graduates from the spring semester and the summer and fall semesters preceding the spring semester ceremonies. Letters of invitation are mailed to qualified students in April.
If you might attend a commencement ceremony please indicate your preference of ceremony location: Carson City ☐ Fallon ☐

LIST CURRENT REGISTRATION FOR: Spring ☐ Summer ☐ Fall ☐

	Course Prefix & Number (i.e. ENG 101)	Credits
1.		
2.		
3.		
4.		
5.		

1. Graduation fees are non-refundable. Students who apply for graduation and are denied will have to reapply and repay to be considered again.
2. Applications for graduation will be evaluated and students will be informed by mail with approval or denial.
3. Successfully completed degrees will be posted to students' official transcripts approximately 10 weeks after the end of the graduating semester in which the application was filed. Printed diplomas will be mailed to the student at the address indicated on the graduation application approximately 12 weeks after the end of the semester of application.
4. Commencement ceremony information online at http://www.wnc.edu/studentservices/admissions/commencement.php
5. Honors announced at commencement ceremonies in May each year are calculated using GPA's and credit totals available at the end of the previous fall semester as spring semester grades and credits are not available by the time ceremonies are staged. Please see current catalog for honors requirements. 3/2/10

_____ _____
Applicant's Signature **Date of Application**

OFFICAL USE ONLY *Approved for graduation* _____ *Must complete current semester classes* _____ *Not approved to graduate* _____

Note _____ *Signature* _____ *Date* _____