



# GRADUATION APPLICATION

For Degree/Diploma and or Certificate

Records Department  
Room 2220, West Campus  
3300 Century Ave North  
White Bear Lake, MN 55110  
[records@century.edu](mailto:records@century.edu)  
651.779.3299

Star ID: \_\_\_\_\_ OR Tech ID: \_\_\_\_\_

**Your diploma name will be printed as it appears on your permanent student record.** If you want a different student name printed on your diploma, you must provide legal documentation of your name change to the Records Office. If you have a preferred name that has already been submitted, please print below.

Name: \_\_\_\_\_  
First Name Middle Name Last Name

**Diploma Mailing Address:** Your diploma will be mailed to you 4-8 weeks AFTER your degree has been posted to your transcript. It is your responsibility to keep your address current and up-to-date. You may do so via eServices or submit a Change of Information form at the Records Office.

Street Address Apt # City State Zip Code

Primary Phone Number: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_  
Home Cell Work Home Cell Work

Email Address: \_\_\_\_\_ @my.century.edu Personal Email: \_\_\_\_\_

**PSEO ONLY\*\* Please state your anticipated date of high school graduation:** \_\_\_\_\_

**If you are a law enforcement application, when do you plan to take the Post Exam?** \_\_\_\_\_

## DEGREE INFORMATION

Which TERM is your anticipated graduation?  Fall  Spring  Summer Year: \_\_\_\_\_

Program #: \_\_\_\_\_ Program/Major Name: \_\_\_\_\_  
 AA  AFA  AAS  AS  DIP  CERT  MNTC Only

Please choose your catalog/program guide year:

2018 – 2019  2017 – 2018  2016 – 2017  2015 – 2016  2014 – 2015  2013 – 2014

## OTHER PROGRAM REQUIREMENTS (if applicable)

**Transfer Credits** (Are you transferring credits that will apply to this degree from another institution?)

- NO. I do not have any transfer credits that apply to this degree program.
- YES. My transfer credits are reflected in my degree audit (DARS).
- YES. I will send official transcripts from the following schools or contact the DARS office (651.779.3908) to have my e-transcript pulled after grades are posted. \_\_\_\_\_

## ACADEMIC PETITIONS (Academic Petitions are not common.)

Have you filed an academic petition for a course substitution/waiver?  NO  YES

If YES, briefly explain what you petitioned: \_\_\_\_\_

Petition status (check one): \_\_\_\_\_ Approved \_\_\_\_\_ Pending; submitted date (approx.): \_\_\_\_\_

## ADDITIONAL INFORMATION:

Century College is a Member of the Minnesota State Colleges and Universities system. We are an affirmative action, equal opportunity employer and educator. This document can be available in alternative formats to individuals with disabilities by calling 651.779.3354 or 1.800.288.1978 x 3354

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**STUDENT SUBMISSION**

I hereby certify that the above information is complete and accurate. I am responsible for knowing the information provided.

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

Date Submitted: \_\_\_\_\_

**If planning to continue at Century College, declaring a new major is recommended (Not declaring one can delay Financial Aid)**

**New Program/Major:** \_\_\_\_\_

AA

AFA

AAS

AS

DIP

CERT

If changing **Educational Intent:**

The Educational Intent you check below must match the award of the major. (Please check the appropriate category)

Earning occupational certificate/Diploma

Complete courses but not a degree

Earn associate (two year) degree

Complete courses and transfer without a degree

Earn associate (two year) degree and transfer

**Effective beginning:**  Fall 20\_\_\_\_\_

Spring 20\_\_\_\_\_

Summer 20\_\_\_\_\_

# Application Guidelines:

- ❖ If you have preliminary questions, make an appointment with an Advisor/Counselor. To make an appointment, contact 651.779.3285.
- ❖ You may choose to fulfill degree requirements outlined in any catalog under which you are/were enrolled, provided that the catalog was in effect no more than five years preceding the date of graduation.
- ❖ You must complete all degree requirements under a single catalog.

## Graduation Application Information

### Deadlines

Please see application Due Dates on our webpage at <https://www.century.edu/academics/graduation>

\*The deadline to fulfill all degree requirements is 60 days following the last day of the semester. Applications received after the deadline may be processed the next semester. Processing begins as soon as final grades are processed. Degree conferral and diplomas for applications received after the priority deadline will be delayed.

## Processing

The Records Office will process Graduation applications after final grades are posted.

- ❖ Once graduation requirements are met, you will be sent an unofficial transcript with your degree recorded.
- ❖ Diplomas are ordered and issued at a later date (usually 6-8 weeks after the end of the term).
- ❖ If graduation requirements are not met, you will be notified.

## Diplomas and Certificates

Diplomas reflect graduation date, degree, major, and honors status. Students who meet the priority application deadline will receive their diplomas within 4-8 weeks of the date of final certification. Late applications will result in late diploma arrivals. It is your responsibility to keep your mail/email address up to date. Keep in mind the timing of your diploma mailing (4-8 weeks AFTER your degree is recorded on your transcript.).

## Transcripts

When degree/diploma/certificate is awarded you may order transcripts through <http://www.getmytranscript.com> . Unofficial transcripts are available in eServices under Grade & Transcripts, Academic Record.

## Commencement Ceremony

A commencement ceremony to celebrate graduation is held once a year at the end of spring semester. All students graduating during the year are encouraged to participate. You will receive a letter in April with detailed information about the commencement ceremony. For more information go to <https://www.century.edu/academics/graduation/graduation-ceremony>.