



Degree or Certificate Application Instructions

To help us process your request, please follow the instructions listed below:

1. Submit a separate application for each degree or certificate you wish to receive. All the information requested is important and needed to process your application.
2. Carefully complete each area.
- 3. Attach a completed check sheet for the degree or certificate listed on your application.** Check sheets are available from a GCC Academic Advisor or at the Enrollment Services counter. Be sure to use the correct check sheet for the catalog you are following. If you need assistance completing the check sheet, see an Academic Advisor for assistance before turning it in.
4. Return your application and check sheet to the Enrollment Services counter in the Enrollment Center. You will receive a letter from the Enrollment Services office verifying your application status as soon as the evaluation is completed.

Note:

- Application deadlines:
Summer 2011 June 20, 2011
Fall 2011 September 26, 2011
Spring 2012 February 27, 2012
Summer 2012 June 18, 2012
Fall 2012 September 24, 2012
- Diplomas are awarded three times each year: at the end of Summer 2 session, at the end of the Fall semester and at the end of the Spring semester.
- One commencement ceremony occurs each year in May. All those who fulfill degree or certificate requirements throughout the year will be invited to participate in the May commencement ceremony.
- You will be notified when your diploma or certificate is available for pick up. Awards are generally available for pick up four to six weeks after the close of the semester. If you do not qualify for a degree or certificate, you will receive written notification. If you choose to complete the degree at a later time, you will need to petition again and pay the appropriate fees.
- All debt to all Maricopa Colleges must be cleared before a degree or certificate may be awarded.



GLENDALE COMMUNITY COLLEGE

APPLICATION FOR DEGREE OR CERTIFICATE

Applicants must complete a separate application for each degree and certificate.

PLEASE PRINT

Name _____ Student ID# _____
Last, First, Middle

_____ *Mailing Address* _____ *City* _____ *State* _____ *Zip Code*

Telephone Numbers: _____ Email Address: _____

I authorize the college to print my name in the commencement program: Yes _____ No _____ (Please initial)

_____ **Applicant Signature** _____ **Date**

I am applying for:

Arizona General Education Curriculum (AGEC) Certificate. Specify: AGECE-A **OR** AGECE-B **OR** AGECE-S

Associate in Applied Science (AAS) Degree. Specify Area: _____

Associate in Arts (AA) Degree

Associate in Arts in Elementary Education (AAEE) Degree

Associate in Arts, Fine Arts (AAFA) Degree. Specify: Art **OR** Dance **OR** Theatre

Associate in Business (ABUS) Degree: ABUS-GR **OR** ABUS-SR

Associate in General Studies (AGS) Degree

Associate in Science (AS) Degree

Associate - Transfer Partnership (ATP) Degree* Specify: _____ (Degree Area)

Academic Certificate (AC). Specify Certificate: _____

Certificate of Completion (CCL). Specify Certificate: _____

If you are planning to transfer to a University in Arizona which one do you plan on attending?
 ASU
 NAU
 UofA

On the line below print name as you wish it to appear on your award:

_____ *First* _____ *Middle* _____ *Last*

Are you a student using VA educational benefits? Yes No

Anticipated completion: Fall 20 _____ Spring 20 _____ Summer 1 20 _____ Summer 2 20 _____

I am following the program requirements listed in the _____ Glendale Community College General Catalog & Student Handbook.
(Year)

I have petitioned to graduate from Glendale Community College before. Specify year: _____

I may have educational records under another name. List names: _____

I am attending or have attended other colleges/universities* and plan to use the coursework to meet program requirements. Please list the colleges/universities you are attending or have attended:

*An official transcript from each institution must be on file with the Enrollment Services office prior to having this application processed. Transcripts must be requested by the student and sent directly to the Enrollment Services office. **If you are currently attending another college or university, submit a copy of your enrollment with this application.**

Participation in the annual commencement ceremony held in May requires a \$25 commencement fee. If you are a current member of PHI THETA KAPPA (PTK), please submit a copy of your membership card with this form.

For Office Use Only:

TERM _____ FERPA Y or N ETH _____ M or F DOB _____ ASU MAPP Y or N RDG _____