



## Steps toward a successful graduation

1. Carefully read and complete each area of the application for degree/certificate.
2. Submit a separate application for each degree/certificate.
  - Attach a completed check sheet for each degree/certificate.
  - To obtain a check sheet see an Academic Advisor or go to:  
<http://www.mc.maricopa.edu/students/transfer/checksheets.html>
  - It is strongly recommended that students schedule an appointment with an Academic Advisor or Program Coordinator to review check sheet.
3. If courses from other colleges or universities will be applied toward the degree/certificate, an official transcript must be on file and evaluated at MCC before this application can be processed.
4. To participate in the commencement ceremony which is only held in May requires a \$25.00 fee. This fee must be paid at Cashier Services by March 1st. The following items are included in this fee:
  - a. Cap and gown
  - b. Honor cords
  - c. Five announcements
  - d. Degree or certificate cover
5. A notification letter will be mailed approximately thirty days prior to the day of the ceremony detailing this event. Commencement fee (one-time fee refundable up to two weeks prior to graduation).
6. All applicants must complete and electronically submit the on line graduate exit survey by going to:  
<https://www.mc.maricopa.edu/cgi-bin/rws3.pl?FORM=GraduateSurvey>
7. Submit the application, and the completed check sheet, to the Records & Registration/Enrollment Services office prior to the posted deadline dates.  
**Fall (November 1st), Spring (March 1st), Summer (June 1st).**
8. Applicants will receive notification in the mail from the Records & Registration office regarding application status.
9. All degrees /certificates will be mailed to the applicant's address of record in our Student Information System. Please be sure your address is correct.
10. Any debts within the Maricopa Colleges must be cleared before a degree/certificate can be awarded.
11. Applicants have thirty days after the anticipated graduation date to remove all academic deficiencies on their record. Applicants who are not eligible for degree/certificate must re-apply.



EEO/AA