



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

Note:

- Application deadlines: Fall 2009..... September 28, 2009
 Spring 2010 February 22, 2010
 Summer 2010..... June 21, 2010
 Fall 2010..... September 21, 2010
 Spring 2011 February 28, 2011
- 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: _____ ASU ASU West Campus (Degree Area)
- Academic Certificate (AC). Specify Certificate: _____
- Certificate of Completion (CCL). Specify Certificate: _____

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

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

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 _____ INFO _____ ETH _____ M or F _____ DOB _____ RDG _____ CODE _____