

## **JCC Graduation Application**

Office of the Registrar

		—— Information —		
Please save your compl	eted form then email to	registrar@mail.sunyjcc.edu with	he subject line of JCC Graduation	n Application.
Student ID number	T. J00	_ or check box if not sure:	Date of birth:	_//
First Name:				
Middle Name or Initi	al:			
Last Name:				
Name exactly as you	would like it to appe	ear on your diploma:		
Graduation term:	Fall/December	Spring/May S	ummer/August	
Graduation year:				
Mailing Address:				
S	treet	City	State	Zip
Phone Number: (		Email:		
Number of degrees/ce	ertificates I am applyin	<b>Degrees</b> g for A \$20 fee is assess	ed for each additional degree	
Degree or certificate	: AA AS AA	AS Certificate		
If you are not sure, c	heck <u>DegreeWorks</u> , <u>E</u>	Banner, contact your advisor,	or <u>visit current JCC program</u>	<u>15</u> .
Please check if you a	re not sure you selec	ted the correct program:		
My advisor or the μ	person who helped	me with my final schedule	was:	
		Reverse Transfer Student	s ———	
If you are completing	g degree requiremen	ts at another institution, sele	ect or list the school and cou	ırse(s):
		Course(s):		
		Course(s):		<del></del>

Reverse Transfer students attending a SUNY school visit <u>www.suny.edu/reversetransfer</u> and will not need to send a transcript to JCC. Reverse Transfer students completing additional coursework at a non-SUNY school must send an official transcript to JCC Office of the Registrar - Graduation, 525 Falconer St., PO Box 20, Jamestown, NY 14702-0020, once the course(s) have been graded and appear on the transcript.

- Track your eligibility to graduate in <u>DegreeWorks</u>.
- Changes to schedules after you submit your application can affect your eligibility to graduate. Contact the office of the registrar at 716.338.1018 if you change your schedule after you apply.
- The Registrar's Office will notify students via email when diplomas are available to pick up.
- <u>Commencement</u> ceremonies on the Jamestown and Olean campuses occur in May. The Office of Student Affairs will provide students who have applied for graduation with additional information.
- It is the student's responsibility to learn and know the graduation and program requirements for the degree being sought and to monitor progress toward fulfilling those requirements. Access your student transcript in <a href="Banner">Banner</a>. Use the <a href="College catalog DegreeWorks">college catalog DegreeWorks</a> evaluation to identify program requirements.
- Students may choose tracks within the Liberal Arts and Sciences degrees. Students who
  wish to follow a specific track pathway must declare the track by changing their major to
  the track-specific major (either in the Admissions, Counseling & Career Center or
  Registrar's office). Students may pursue more than one track but must complete all
  tracks before the degree is awarded. No retroactive tracks will be awarded.
- Please save and email the completed form to registrar@mail.sunyjcc.edu with the subject line of JCC Graduation Application. Or drop off the completed form to the registrar's office on the Jamestown Campus, the student services center on the Cattaraugus County Campus, the main office at the North County Center, or mail to:

Jamestown Community College Office of the Registrar 525 Falconer Street Jamestown, NY 14702-0020