



# HIGHLAND COMMUNITY COLLEGE INTENT TO GRADUATE

**\*\*For Office Use Only\*\***

FA – SP – SU	20	___
Constitution Test	Y	N
Geometry Req.	Y	N
Participation	Y	N
IAI Requirements	Y	N
GPA	_____	
Graduated	Y	N

**Important:**

1. **Filing deadline for Fall 2008 – Monday, November 3, 2008**  
**Spring 2009 – Monday, February 23, 2009**  
**Summer 2009 – Monday, April 27, 2009**
2. A NON-Refundable fee of \$20 must accompany this **completed** form when presented to the HCC Records office. Please print legibly.
3. If you have not done so, please submit an **official final copy of your high school transcript**. If you are not an Illinois high school graduate, you will be required to pass the Illinois and Federal Constitution tests. (An official transcript should be sent directly from the issuing institution – for example, your high school – to the attention of **HCC Records Office**.)
4. If you are planning on using credits from another institution to graduate from HCC and have not yet submitted an **official** transcript, please do so as soon as possible.
5. After your "Intent" form has been filed, you will receive, at appropriate times, important correspondence. It is **YOUR** responsibility to follow through on all instructions.
6. Summer and Fall graduates are requested to participate in Spring commencement exercises.
7. If for some reason you do not graduate this term, it is your responsibility to file another intent for the appropriate term.
8. If you have any questions regarding this form and/or the graduation processes, please contact the HCC Records office at **815-599-3660**.

NAME \_\_\_\_\_  
 (Print your name EXACTLY the way you want it to appear on your diploma)

E-MAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_ Student ID 9000 \_ \_ \_ \_ \_

\_\_\_\_\_ PHONE ( ) \_\_\_\_\_  
 City State Zip

I anticipate graduating: Fall \_\_\_ Spring \_\_\_ Summer \_\_\_ 20\_\_\_\_\_  
 I plan on participating (walking through) in Spring commencement exercises: \_\_\_ Yes \_\_\_ No

To request this information in an accessible format (Braille/audiotape/large print) or to ask questions about accessibility issues, sign language interpreters or other disability related accommodations needed for yourself or one of your guests, please inform this office at the time you file your Intent to Graduate. You may also call **815-599-3660** or email [Jeremy.Bradt@highland.edu](mailto:Jeremy.Bradt@highland.edu). **Early requests are encouraged and a week's notice will generally allow us to provide seamless access.**

I am a member of Phi Theta Kappa: \_\_\_ Yes \_\_\_ No

\*I am applying for:  
 \_\_\_ Associate of Science  
 \_\_\_ Associate of Arts  
 \_\_\_ Associate of Applied Science  
 \_\_\_ **\*\***(Emphasis of AAS) \_\_\_\_\_  
 \_\_\_ AAT - Mathematics  
 \_\_\_ Associate of General Studies  
 \_\_\_ Associate of Engineering Science  
 \_\_\_ Certificate in \_\_\_\_\_

\*Please refer to the current Highland catalog for description/requirements of appropriate degree/certificate or use the chart on the back of this form. **\*\*AAS candidates must provide an emphasis if more than one is offered.**

Please answer the following questions to the best of your knowledge at this time.

- A) Did you attend HCC prior to Summer of 1993? Y \_\_\_ N \_\_\_
- B) Are you planning on transferring to another college at this time? Y \_\_\_ N \_\_\_ If so, where \_\_\_\_\_
- C) If not attending college after graduation, what are your occupational plans at this time? \_\_\_\_\_

**\*\*Financial Aid Recipients Only\*\***

I hereby authorize that the "Graduation Fee" be charged against the proceeds of my grants or scholarships for which I am eligible. I understand that I am responsible for any charges, which may be in excess of these proceeds.

\_\_\_\_\_  
 Degree Candidate's Signature

\_\_\_\_\_  
 Authorized Financial Aid Signature

**\*\*For Office Use Only\*\***

Received by \_\_\_\_\_ Date \_\_\_\_\_

Fee Paid (\$20) Y \_\_\_ N \_\_\_ Seq. # \_\_\_\_\_

\_\_\_\_\_  
 Degree Candidate's Signature

\_\_\_\_\_  
 Date

**FIELD OF STUDY CODES AND PROGRAM TITLES - The Field of Study Codes are arranged in the following manner:**

- A. Transfer (2-year Degree at Highland and transferring to another college)
- B. Two Year Non-Transfer Degree (2-year vocational degree)
- C. Certificate (less than 2-year programs)
- D. Other

<p><b>A. Transfer Degrees:</b></p> <p><b>1. Associate of Science</b> 303  <u>(Use 303 if specific A.S. is not listed below)</u>                  Agriculture 402                  Biology 403                  Biology Education 404                  Business Administration 204                  Chemistry 406                  Computer Science 407                  Engineer Tech. 612                  Geology 409                  Mathematics 410                  Physical Education 510                  Physics 411                  Pre-Dentistry 412                  Pre-Med. Tech 416                  Pre-Medicine 418                  Pre-Pharmacy 422                  Pre-Vet Med. 424</p> <p><b>2. Associate of Arts</b> 304  <u>(Use 304 if specific A.A. is not listed below)</u>                  Art 302                  History/Social Science 502                  Human/Social Service 509                  Music 306                  Political Science 504                  Professional Education 506                  Psychology 516                  Sociology 508                  Speech /Theatre 308</p> <p><b>3. Associate of Engineering Science</b> 414</p> <p><b>4. AAT-Mathematics</b> 309</p>	<p><b>B. Two-year Non-Transfer Degrees:</b></p> <p><b>Associate of Applied Science</b>                  Accounting ..... 203                  Agricultural Management..... 630  <b>**Agri-Business Emphasis</b>  <b>**General Production Emphasis</b>  <b>**Dairy Herd Management Emphasis</b>                  Auto Body Repair ..... 622                  Automotive Mechanics ..... 604                  Business Administration ..... 205                  Early Childhood Education ..... 703  <b>**Senior Teacher Emphasis</b>  <b>**Child Care Center Director Emphasis</b>                  Graphic Design..... 301                  Industrial Mfg. Technology ..... 617                  Information Systems..... 206  <b>**Programming Emphasis</b>  <b>**Computer Technician Emphasis</b>  <b>**Office Administration Emphasis</b>  <b>**Business Emphasis</b>                  Information Technology-Healthcare 233  <b>**Medical Transcription Emphasis</b>  <b>**Medical Coding Emphasis</b>                  Nursing/ADN..... 421                  Paraprofessional Educator ..... 505                  Web Design.....210  <b>**Art/Music Specialist Emphasis</b>  <b>**Business Emphasis</b>  <b>**INFT Specialist Emphasis</b>                  Wind Turbine Technology.....631</p>	<p><b>C. Certificates:</b></p> <p>Accounting 213                  Accounts Clerk 214                  Agricultural Production 605                  Basic Automotive Service 627                  Clerical Business 241                  Clerk Typist 231                  Computer Technician 619                  Cosmetology 606                  Desktop Publishing 222                  Early Childhood Education: Basic Child Care 723                  Early Childhood Education: Lead Teacher713                  Graphic Design 305</p> <p><b>Industrial Manufacturing Technology:</b>                  Basic Welding 628                  Computer-Aided Design/Mech. 601                  Industrial Electronics &amp; Controls 615                  Industrial Maintenance Technician 623                  Machine Processes 607                  Welding &amp; Fabrication 614</p> <p>Information Word Processing 221                  Medical Coding 234                  Medical Transcriptionist 232                  Nail Technician 635                  Paraprofessional Educator 507                  Practical Nursing (LPN) 419                  QuickBooks Professional 215</p>
		<p><b>D. Other Specific Code:</b></p> <p><b>Associate of General Studies Degree</b> 101                  (A variety of courses to meet personal goals.)</p>