



HIGHLAND COMMUNITY COLLEGE INTENT TO GRADUATE

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

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

Important:

1. **Filing deadline for Fall 2009 – Monday, November 2 , 2009**
Spring 2010 – Monday, March 1, 2010
Summer 2010 – Monday, May 3, 2010
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**. (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. The intent to graduate covers a student for an entire year from when they apply.
8. If you have any questions regarding this form and/or the graduation processes, please contact the HCC Records office at **815-599-3486**.
9. Please allow 4-6 weeks after semester grades are rolled for mailings of diplomas/certificates

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, receiving diploma cover) 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 **815-599-3486** or email Jeremy.Bradt@highland.edu.

I am a member of Phi Theta Kappa: ___ Yes ___ No

*I am applying for:

- | | |
|---------------------------------------|--------------------------------------|
| ___ Associate of Science | ___ Associate of General Studies |
| ___ Associate of Arts | ___ Associate of Engineering Science |
| ___ Associate of Applied Science | ___ Certificate in _____ |
| ___ ** (Emphasis of AAS) _____ | |
| ___ AAT - Mathematics | |

*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 _____

****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

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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>A. Transfer Degrees:</p> <p>1. Associate of Science 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>2. Associate of Arts 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>3. Associate of Engineering Science 414</p> <p>4. AAT-Mathematics 309</p>	<p>B. Two-year Non-Transfer Degrees:</p> <p>Associate of Applied Science Accounting 203 Agricultural Management..... 630 **Agri-Business Emphasis **General Production Emphasis **Dairy Herd Management Emphasis Auto Body Repair 622 Automotive Mechanics 604 Business Administration 205 Early Childhood Education 703 **Senior Teacher Emphasis **Child Care Center Director Emphasis Graphic Design 301 Industrial Mfg. Technology 617 Information Systems 206 **Programming Emphasis **Computer Technician Emphasis **Office Administration Emphasis **Business Emphasis Information/Word Processing 220 Information Technology-Healthcare . 233 **Medical Transcription Emphasis **Medical Coding Emphasis Nursing/ADN..... 421 Paraprofessional Educator 505 Web Design.....210 **Art/Music Specialist Emphasis **Business Emphasis **INFT Specialist Emphasis Wind Turbine Technology.....631</p>	<p>C. Certificates:</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>Industrial Manufacturing Technology: Basic Welding 628 Computer-Aided Design/Mech. 601 Industrial Electronics & Controls 615 Industrial Maintenance Technician 623 Machine Processes 607 Welding & 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>D. Other Specific Code:</p> <p>Associate of General Studies Degree 101 (A variety of courses to meet personal goals.)</p>