HOPKINSVILLE COMMUNITY COLLEGE
INSTRUCTIONS FOR APPLICATION FOR CERTIFICATE, DIPLOMA OR DEGREE

Deadlines for Submission
Apply for your degree or certificate by the deadlines shown below.

COMPLETING REQUIREMENTS IN	SUBMIT ON OR BEFORE:
SUMMER	JUNE 1
FALL	SEPTEMBER 1
SPRING	FEBRUARY 1

Submission Guidelines
Please submit this form to the appropriate address, listed below. Apply only if you have identified the term in which you will complete all degree requirements. If you are receiving a degree and/or certificate(s) in the same academic year, please complete a separate form for each credential for which you are applying.

Progress to Degree
After submission of your application(s), your file will be checked by the Registrar to determine that all requirements have been met. You will receive an email ***only if*** there are questions regarding your degree application. This process takes approximately 6 to 8 weeks.

Degree Conferral and Commencement
Degrees are conferred three times per year (August, December and May), but formal commencement exercises are conducted only in May at the James E. Bruce Convention Center for summer, fall and spring graduates. Information regarding the ceremony will be mailed and emailed to students in March to the address entered on the official College record. Additional information can be found at *www.hopkinsville.kctcs.edu (Student Life/Graduation).* All participants will wear academic regalia, which can be purchased at Barnes and Noble Bookstore located on the Hopkinsville Campus.

Mailing of Credential
Once your credential(s) has been conferred it will take approximately 6 to 8 weeks to receive your credential(s) in the mail.

Transcripts Showing Degree Conferral
After all requirements are completed, graduates may order transcripts from the Registrar's Office, *Hopkinsville Community College Attn: Records PO Box 2100, Hopkinsville, KY 42241* or online at *www.hopkinsville.kctcs.edu (Admissions/Admissions & Records Forms/Transcript Request).* It should be noted that transcripts should be requested "held" until the degree is conferred.

Name on Diploma
The name printed on the diploma will be the full legal name that has been entered for you on the official College record. Name changes must be submitted to the Admissions Office **before** the listed deadline to print the correct name on your credential. The name change instructions can be found at *www.hopkinsville.kctcs.edu (Admissions/Admissions & Records Forms/Change of Student Information)*. Name and address changes can be done using your student self-service if you are currently enrolled.

Student Address
Information sent prior to commencement exercises will be mailed to the address entered for you on the official College record. Address changes must be submitted to the Admissions Office **before** the listed deadline in order to receive information regarding commencement exercises. The address change instructions can be found at *www.hopkinsville.kctcs.edu (Admissions/Admissions & Records Forms/Change of Student Information)*. Address changes can be done using your student self-service if you are currently enrolled.

Return your completed application to:
Hopkinsville Community College
ATTN: Records
PO Box 2100
Hopkinsville, KY 42241
FAX: 270-886-0237

APPLICATION FOR CERTIFICATE, DIPLOMA OR DEGREE CONFERRAL

This form is used to initiate the process of certificate, degree or diploma conferral. Please use only one form per certificate, diploma or degree requested.

PRINT CLEARLY

Anticipated Date of Graduation: ☐ Fall: Year _____ ☐ Spring: Year _____ ☐ Summer: Year _____

Name: _____ Student ID#: _____

First Middle Last **Do Not Use Soc Sec Number**

Address:_____

Street City State Zip Code

Daytime Phone: _____ Student Email Address: _____

☐ Home ☐ Office ☐Cell

DIPLOMA NAME

The name printed on the diploma will be the full legal name that has been entered for you on the official College record. Name and address changes must be submitted to the Admissions Office **before** the listed deadline. Name and address change instructions can be found at *www.hopkinsville.kctcs.edu (Admissions/Admissions & Records Forms/Change of Student Information)*. Name and address changes can also be done using your student self-service if you are currently enrolled.

By initialing _____ , I acknowledge that I understand that my name will appear on my certificate, diploma or degree as it is entered in the official College record.

DEGREE INFORMATION

I Hereby Make Application for the Following:

_____Associate in Arts _____Associate in Science

_____Associate in Applied Science in: _____

_____Diploma of Completion in: _____

_____Certificate of Completion in: _____

Advisor's Name: _____

Advisor signature is NOT required; AAS Application must be accompanied with an academic plan

Student Signature: _____ Date: _____

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OFFICE USE ONLY:

Degree Granted	Date	Honors	Deficiency_____
____AA	_____	____High Distinction	_____
____AS		____Distinction	_____
____AAS		____PTK	_____
____Diploma			
____Certificate		____UPDATE COURSE BY COURSE	Registrars Initials _____

Notes

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Updated: May 30, 2012