

**Mineral Area College**  
**APPLICATION FOR GRADUATION CANDIDACY**

**Read the attached instructions before completing.**

My advisor and I have checked my college record and I hereby declare my intention to be a candidate for the following degree or certificate. Please check one of the following (see back for degree options):

- Associate of Arts Degree (AA)
- Associate of Arts in Teaching (AAT)
- Associate of General Studies Degree (AGS)
- Associate of Applied Science Degree (AAS)
- Associate of Science Degree (AS)
- Certificate

I will be eligible for graduation:  Summer  Fall  Spring Year 20\_\_\_\_\_

\_\_\_\_\_  
Field of Study

**CLEARLY PRINT YOUR NAME AS YOU WISH IT TO APPEAR ON YOUR  
DIPLOMA/CERTIFICATE**

\_\_\_\_\_  
**(First)**

\_\_\_\_\_  
**(Middle)**

\_\_\_\_\_  
**(Last)**

MAC ID# \_\_\_\_\_ Or last 4 digits of SSN: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**(Your diploma/certificate will be mailed to this address)**

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Do you plan to participate in the May graduation ceremony? \_\_\_\_\_ Yes \_\_\_\_\_ No

**For cap and gown ordering purposes:**

(The cost of your cap and gown is included in the graduation fee.)

\_\_\_\_\_ Height: \_\_\_\_\_ ft \_\_\_\_\_ inches                      Weight: \_\_\_\_\_

If you are a military veteran, do you wish to be recognized during the graduation ceremony? \_\_\_\_\_ Yes \_\_\_\_\_ No

My signature indicates I have read the attached instructions and agree to comply with them.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Advisor's Signature)

\_\_\_\_\_  
(Date)

**For Office Use Only:**

\_\_\_\_\_ Initial Registrar Review      Date \_\_\_\_\_

\_\_\_\_\_ Approved by Registrar      Date \_\_\_\_\_

\_\_\_\_\_ Disapproved by Registrar      Date \_\_\_\_\_

Exit Exam    Yes \_\_\_\_\_    No \_\_\_\_\_    Excused \_\_\_\_\_

Reason \_\_\_\_\_  
\_\_\_\_\_

## Degrees & Certificates

### Associate of Arts

#### Fields of Study

Art  
Biology  
Business Administration  
Chemistry  
Communications  
Computer Information Systems  
Earth Science  
English  
General Studies  
History  
Mathematics  
Modern Foreign Language  
Music  
Physical Education  
Physics  
Political Science  
Psychology  
Sociology  
Social Work  
Speech  
Theatre  
Pre-Architecture  
Pre-Dental  
Pre-Dental Hygiene  
Pre-Engineering  
Pre-forestry  
Pre-Journalism  
Pre-Law  
Pre-Medicine  
Pre-Pharmacy  
Pre-Physical Therapy

### Associate of Arts in Teaching

#### Areas of Concentration

Early Childhood  
Elementary  
Secondary  
Special Education

### Associate of General Studies

General Studies

### Associate of Applied Science

#### Majors

Agriculture  
Automotive Technology\*  
Automotive Collision Technology\*  
Business Computer Programming  
Business Management

- Accounting
- Microcomputers

Child Development  
Computer Networking  
Construction/Building Technology\*  
Criminal Justice Options

- Correctional Administration
- Judicial Administration
- Law Enforcement

Digital Media Technology\*  
Electrical Technology\*  
Electrical/Electronics Technology  
Engineering Technology

- Design Drafting
- Manufacturing

Fire Science Technology  
Graphic Arts/Printing Technology\*  
Industrial Maintenance  
Machine Tool Technology\*  
Office Systems Technology

- Administrative Assistant
- Medical Coding

Paramedic Technology  
Physical Therapist Assistant\*\*  
Skilled Trades Technology\*  
Welding Technology\*

### Associate of Science

#### Majors

Advanced Placement (RN) Hybrid  
Associate Degree Nursing (RN)  
Radiologic Technology  
Respiratory Therapy \*\*

## Certificates

### Academic

Global Studies  
(Must be earned with an associate degree)

### Career and Technical

Automotive Technology\*  
Automotive Collision Technology\*  
Business Management  
Child Development  
Connector & Conductor  
Construction/Building Technology\*  
Criminal Justice – Law Enforcement  
Design and Wood Manufacturing\*  
(Cabinetmaking)  
Digital Media Technology\*  
Electrical/Electronic Technology  
Emergency Medical Technician  
Fire Science  
Graphic Arts/Printing Technology\*  
Heating, Air Conditioning &  
Refrigeration Technology \*  
Horticulture  
Industrial Hydraulic Mechanic  
Industrial Maintenance  
Law Enforcement Academy  
Logistics Technician  
Machine Tool Technology\*  
Mobile Hydraulic Mechanic  
Office Systems Technology

- Administrative Assistant
- Medical Coding

Paramedic Technology  
Pneumatic Technician  
Practical Nursing  
Production Technician  
Renewable Energy Technology  
Welding Technology\*

\*Collaborative Program

\*\*A year of coursework must be completed at the Cape Career Center.

# STUDENTS - RETAIN THIS PAGE

## INSTRUCTIONS FOR COMPLETING APPLICATION FOR GRADUATION

- ✓ Complete this form **IN FULL**
- ✓ Attach degree/certificate audit, signed by you and an advisor.
- ✓ Take application form and \$50 nonrefundable graduation processing fee to the Business Office (cashier) window. The graduation fee is charged one time per degree.\*
  - Outreach Center students may process application and pay fee with the Outreach Center Director.
- ✓ Take paid application form to the Office of the Registrar by published deadline.

**Exit exam completion is required of all degree candidates.** Students will be notified of the exit exam dates by the Assessment office and posted on the website. Questions about the PPE or Work Keys exit exams should be directed to Tippi Seals at (573) 518-2202 or by email at aseals@mineralarea.edu.

In addition to the exit exam, Career and Technical degree candidates are required to complete the TSA (Technical Skills Assessment) and graduation interview in the Career Services office or on MyMAC under quick links.

**\*Earning More Than One Degree** A separate application must be filed for each degree or certificate whether they are earned at the same time or during different semesters. If two degrees or certificates are earned at the same time, the graduation fee for the second is \$10. If the second degree or certificate is earned in another semester, the \$50 graduation processing fee must be paid each semester that a degree is awarded.

**Graduation Seminars** are held each semester. The purpose of these seminars is to share information regarding the graduation ceremony, exit requirements for various programs, and the exit exams, among other topics. Students should watch for e-mails from the Director of Assessment regarding the dates and times of the seminar. These dates and times are also posted on the MAC website.

**Commencement exercises** are held annually in May for students completing an AA, AAT, AGS, AAS, and AS degrees. Tickets are required for all guests attending commencement exercises. Important graduation information will be shared via e-mail. Check your MAC e-mail frequently. Your diploma will be available four to six weeks after the end of the term in which you graduated. If you choose to participate in the May graduation ceremony after you have submitted the application for graduation please contact the Registrar's office at registrar@mineralarea.edu prior to March 1.

If you require special accommodations please contact Lisa Johnson at 573-518-2100 or email at commencement@mineralarea.edu.

For more information about commencement visit [www.mineralarea.edu/students/studentresources/graduationinformation](http://www.mineralarea.edu/students/studentresources/graduationinformation). If you have additional questions please email commencement@mineralarea.edu.

**Withdrawal of application** may be made by contacting the Office of the Registrar in writing. This application may not be transferred to a future term. You must reapply for graduation candidacy. The application fee does transfer to a future term.