

**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 and indicate your corresponding Field of Study:

- 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:**

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 \_\_\_\_\_

# INSTRUCTIONS FOR COMPLETING APPLICATION FOR GRADUATION

- ✓ Complete this form **IN FULL**
- ✓ Attach degree/certificate audit, signed by you and an advisor.
- ✓ Take application form to the Student Services window by published deadline.
  - Outreach Center students may submit their application and degree audit to the Outreach Center Director.
- ✓ Completed application forms will be given to the Registrar's Office.

**\*Earning More Than One Degree** A separate application must be filed for each degree or certificate the student is earning.

**Career and Technical degree and certificate candidates** are required to complete a graduation interview form in the Career Services office or in MyMAC.

**Commencement exercises** are held annually in May for students completing an AA, AAT, AGS, AAS, and AS degrees, and students completing a Certificate. 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 [mineralarea.edu/current-students/graduation-information](http://mineralarea.edu/current-students/graduation-information). 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.