

2018-2019 Steps to Graduation

Commencement is a time of celebration reflecting honor upon students who have successfully completed their program of study. ANC awards Associate degrees, Technical Certificates, and Certificates of Proficiency. Associate Degree and Technical Certificate completers are required to apply for graduation, complete program specific Graduate Assessments, and are expected to participate in Commencement.

1. Complete the Graduation Application by:

- *Choosing the **Admissions** Link at www.anc.edu
- *Choosing the **Forms** tab
- *Choosing **Graduation Application** under Graduation Forms
- *Complete the Graduation Application on-line by using the drop-down boxes

2. Complete a Graduation Petition to Participate (Summer completers only) by:

- *Choosing the **Admissions** Link at www.anc.edu
- *Choosing the **Forms** tab
- *Choosing **Graduation Petition** under Graduation Forms
- *Completing the Graduation Petition online using the drop-down boxes

3. Attach a Degree Audit signed by your advisor by:

- *Logging into your **myANC** portal
- *Choose the **Campus Connect** tab
- *Choose the **Degree Audit** tab
- *Print and take to your advisor for review and signature (Advisor located under Demographic Info tab)

- *Submit the Graduation Application, signed Degree Audit indicating program completion, and the Graduation Petition to Participate (summer completers only) by mail, fax, or email.

4. Verify your name by:

- *Logging into your **myANC** portal
- *Choose the **Campus Connect** tab

NOTE: Your name will appear in the graduation program, on your diploma/certificate, and will be engraved on the graduation wall as it appears in our student records.

5. Attend the Graduation Fair to:

- *Measure for your Commencement cap and gown (Associate Degree and Technical Certificate candidates)
- *Reserve your guest passes (up to 4 per graduate)

The Graduation Fair will be:

- *March 13 & 14
- *10:30 am to 5:30 pm (drop-in)

6. Pay the non-refundable Graduation Fee before the end of the term in which you complete graduation requirements.

7. Clear all holds such as:

- *financial, library, immunization, official college transcripts, etc. before the end of the term

Student holds are viewable by logging into your myANC portal in the middle of the screen.

8. Schedule and take a Graduate Assessment before the end of the term (required for degree programs noted on the Graduation Application). Contact the Testing Center Coordinator – Tach Butler to schedule your appointment. (email: tbutler@smail.anc.edu) AFTER you submit your Graduation Application.

9. Attend Graduation Rehearsal on Thursday, May 16th @ 9 a.m.

Reminder:

- *Transfer students applying for graduation must earn at least 15 hours at Arkansas Northeastern College (residency requirement)
- *Graduates earning Honors and Highest Honors must earn at least 30 hours at Arkansas Northeastern College
- *Students must earn a grade of C or better in English Composition I, English Composition II, and program Math requirements.