

## *Steps to Graduation*

Commencement is a time of celebration reflecting honor upon those 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.

<p>1. Complete the Graduation Application by:</p> <ul style="list-style-type: none"> <li>*Choose the <i>Admissions</i> Link at <a href="http://www.anc.edu">www.anc.edu</a></li> <li>*Choose the <i>Forms</i> tab</li> <li>*Choose <i>Graduation Application</i> under Graduation Forms</li> <li>*Complete the Graduation Application on-line by using the drop-down boxes</li> <li>*Submit the Graduation Application by mail, fax, or email</li> </ul>	<p>2. Submit a Graduation Petition to Participate (Summer completers):</p> <ul style="list-style-type: none"> <li>*Choose the <i>Admissions</i> Link at <a href="http://www.anc.edu">www.anc.edu</a></li> <li>*Choose the <i>Forms</i> tab</li> <li>*Choose <i>Graduation Petition</i> under Graduation Forms</li> <li>*Complete the Graduation Petition on-line by using the drop-down boxes</li> <li>*Submit the Graduation Petition by mail, fax, or email with the Graduation Application</li> </ul>
<p>3. Submit a Degree Audit signed by your advisor by:</p> <ul style="list-style-type: none"> <li>*Logging into your <i>myANC</i> portal</li> <li>*Choose the <i>Campus Connect</i> tab</li> <li>*Choose the <i>Degree Audit</i> tab</li> <li>*Print and take to your advisor for review and signature (Advisor located under Demographic Info tab)</li> </ul>	<p>4. Verify your name by:</p> <ul style="list-style-type: none"> <li>*Logging into your <i>myANC</i> portal</li> <li>*Choose the <i>Campus Connect</i> tab</li> <li>*Choose the <i>Demographic Info</i> tab</li> </ul> <p>Your name will appear in the graduation program, on the diploma/certificate, and will be engraved on the graduation wall as it appears in our student records. If a correction is needed, please contact Rosemary Lowe for appropriate documentation.</p>
<p>5. Measure for your Commencement cap and gown (Associate Degree and Technical Certificate candidates). Time and location will be posted on the ANC website and an email will be sent to your ANC email.</p>	<p>6. Pay the non-refundable Graduation Fee before the end of the term in which you complete graduation requirements.</p>
<p>7. Clear all holds such as financial, library, immunization records, etc.</p>	<p>8. Schedule and take a Graduate Assessment before the end of the term (required for some degree programs).</p>

**Reminder:**

- \*Transfer students applying for graduation must earn at least 15 hours at Arkansas Northeastern College
- \*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 the program math requirement.