



## APPLICATION FOR GRADUATION CHECKLIST

### Application for Graduation Procedure:

1. Applications for Graduation are requested early in the term which you will be graduating.
2. All students must attach a DARS report (Degree Audit Report) to the application. The DARS needs to state: "All requirements complete-in progress courses used" or "All requirements identified below have been met."
3. **Applications will not be accepted without this DARS report.**
4. To obtain your DARS report, login to your record, click the Grades and Transcripts menu option, then click Degree Audit Report.
5. If you will be taking courses in the summer sessions, please list on the bottom of your application the summer areas and/or courses you plan to register for.
6. Return completed application and DARS report to:  
Tricia Whalen, Director of Placement and Graduate Services  
Riverland Community College  
1900 8<sup>th</sup> Ave NW  
Austin, MN 55912

### Special Notes:

Applications will be reviewed once received and confirmation of receipt will be sent to the student. Final approval will not be made until all grades are posted to the student's academic record. Awards will be mailed approximately 10 weeks after the end of the term.

Awards will not be mailed if the student has a hold on their account (business office, laptop, library hold, etc). If you do have a hold, your award will not be mailed until the obligation or requirement has been satisfied.

### Application Deadlines:

Fall semester: November 13, 2009

Spring and Summer semesters: March 12, 2010

**\*\*Applications submitted after the Spring and Summer semester deadline WILL NOT be eligible to participate in the Commencement Ceremony on May 14, 2010.**

### Commencement Ceremony:

Riverland Community College hosts a Commencement Ceremony each May. Graduates from Fall, Spring and Summer Sessions are invited to attend. Commencement Ceremony information will be mailed to each graduate.

# Riverland

## COMMUNITY COLLEGE

A Technical & Community College

### APPLICATION FOR GRADUATION

(Please **print** your name)

NAME \_\_\_\_\_ STUDENT ID \_\_\_\_\_  
(first) (m.i.) (last)

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

I intend to graduate with:

- \_\_\_\_\_ Associate in Arts Degree (AA)
- \_\_\_\_\_ Associate in Fine Arts Degree (AFA)
- \_\_\_\_\_ Associate in Science Degree (AS)
- \_\_\_\_\_ Associate in Applied Science Degree (AAS)
- \_\_\_\_\_ Diploma
- \_\_\_\_\_ Certificate

Major(s) you intend to graduate with (see back for list of majors):

\_\_\_\_\_

Semester you anticipate completing in: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer I\* \_\_\_\_\_ Summer II\* \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Office Use Only:

Program Code(s): \_\_\_\_\_

Accept \_\_\_\_\_ Reject \_\_\_\_\_ Reason: \_\_\_\_\_

Date Verified/initials \_\_\_\_\_ Date Recorded/initials \_\_\_\_\_ Date Awarded/initials \_\_\_\_\_

Notes: \_\_\_\_\_

09/09

Riverland is asking you to provide information that includes private and/or confidential information under state and federal law. Riverland is asking for this information in order to process this form. You are not legally required to provide the information we are requesting; however, the college may not be able to effectively process this form without it.

**\*If graduating during the summer, please list the areas and/or courses you need to complete below and indicate Summer Session I or II:**

\_\_\_\_\_  
\_\_\_\_\_

MAJOR ..... AWARD

**Accounting**

Accounting ..... AAS  
Accounting ..... Diploma  
Accounting Clerk ..... Diploma

**Business and Office- Administrative Assistant**

Administrative Assistant ..... AAS  
Administrative Assistant ..... Diploma  
Computer Applications ..... Certificate  
Desktop Publishing ..... Certificate  
Information Processing Secretary ..... Certificate  
Receptionist/Clerk ..... Certificate

**Business and Office-Legal**

Legal Administrative Assistant ..... AAS  
Legal Administrative Secretary ..... Diploma  
Legal Secretary ..... Diploma  
Legal Receptionist ..... Certificate

**Business and Office-Medical**

Medical Administrative Assistant ..... AAS  
Medical Administrative Assistant ..... Diploma  
Medical Secretary ..... Diploma  
Medical Receptionist ..... Certificate  
Adv. Medical Transcriptionist Specialist .... Certificate  
Health Unit Coordinator ..... Certificate

**AFA**

Art ..... AFA  
Music-General ..... AFA  
Music-Business ..... AFA  
Theatre ..... AFA

**Applied Technology** ..... AAS

**Automotive Service Technology**

Automotive Service Technology ..... AAS  
Automotive Service Technology ..... Diploma

**Business** ..... AS

**Carpentry Technology** ..... Diploma

**Collision Repair Technology** ..... Diploma

**Computer Professions**

Computer Technology ..... AAS  
Network Security ..... AAS  
CISCO Network Associate ..... Certificate  
Fundamentals of Network Security ..... Certificate  
Fundamentals of Wireless LANS ..... Certificate  
Microsoft Systems Administrator ..... Certificate  
Microsoft Systems Engineer ..... Certificate  
Webmaster ..... Diploma  
Web Application Developer: Game Design Diploma  
Web Page Design ..... Certificate

Web Developer: Game Design ..... Certificate

**Construction Electrician** ..... Diploma

**Cosmetology** ..... Diploma

**Criminal Justice/Law Enforcement**

Criminal Justice ..... AS  
Criminal Justice ..... Diploma  
Law Enforcement ..... AS

**Diesel Technology**

Agricultural/Industrial ..... Diploma  
Commercial Vehicle ..... Diploma

**Farm Business Management**

Farm Business Management ..... Diploma  
Agriculture Commodities Marketing ..... Certificate  
Advanced Management ..... Certificate

**Human Services** ..... AS

**Industrial Maintenance & Mechanics** ..... Diploma

**Liberal Arts & Sciences** ..... AA

Liberal Arts & Sciences-w/Business Emphasis...AA

**Massage Therapist** ..... Diploma

**Nursing** ..... AS

**Patient Care Associate** ..... Certificate

**Pharmacy Technology**

Pharmacy Technology ..... AS  
Pharmacy Technology ..... Diploma

**Practical Nursing** ..... Diploma

**Production Technician I** ..... Certificate

**Radiography** ..... AAS

**Small Business Management** ..... Diploma

**Supervisory Management**

Supervisory Management ..... AAS  
Supervisory Leadership ..... Certificate  
Quality ..... Certificate  
Human Resource Development ..... Certificate  
Basic Supervision ..... Certificate

**Truck Driving** ..... Certificate

**Welding** ..... Certificate

**Wind Turbine Technician** ..... Diploma

**Award Descriptions:**

AA = Associate in Arts Degree  
AS = Associate in Science Degree

AFA = Associate in Fine Arts Degree  
AAS = Associate in Applied Science Degree