

**APPLICATION FOR CREDENTIALS (GRADUATION)**

*(Return to the Records Office)*

**\*\*The name on your credential(s) will appear exactly as listed in our Student Administration database. Your credential(s) will be mailed to the address listed in our database. If either your name or mailing address needs to be changed, contact any HCTC Admissions Office to have changes made.\*\***

**Name (This should be the name that appears in our student database)**

**SS # or Student ID# (Required)**

**MAILING Address including City/State/Zip (Credentials will be mailed to address listed in our student database)**

**Part I**

**I am applying for graduation for: SPRING \_\_\_\_\_ SUMMER \_\_\_\_\_ FALL \_\_\_\_\_ 20 \_\_\_\_\_**

**I am making application for the following (USE A SEPARATE APPLICATION FOR EACH DEGREE OR PROGRAM AREA):**

- Associate in Arts
- Associate in Science
- Associate in Applied Science (Automotive Technology)
- Associate in Applied Science (Business Administration Systems:  Business Management  Management  Office Systems)
- Associate in Applied Science (Computer & Information Technologies:  Applications  Business Software/Support
  - Computer Science  General  Info Security  Internet Technologies  Network Administration
  - Programming  Video Game Design
- Associate in Applied Science (Criminal Justice:  Corrections  Criminal Justice  Law Enforcement  Security/Loss Prevention)
- Associate in Applied Science (Diagnostic Medical Sonography:  General/Vascular Sonography)
- Associate in Applied Science (General Occupational/Technical Studies)
- Associate in Applied Science (Health Information Technology)
- Associate in Applied Science (Human Services)
- Associate in Applied Science (Interdisciplinary Early Childhood Education)
- Associate in Applied Science (Medical Assisting)
- Associate in Applied Science (Medical Information Technology:  Electronic Medical Records  Medical Administrative
  - Medical Coding  Medical Office Management  Medical Transcription)
- Associate in Applied Science (Nursing)
- Associate in Applied Science (Physical Therapist Assistant)
- Associate in Applied Science (Professional Studio Artist:  Bluegrass & Traditional Music)
- Associate in Applied Science (Radiography)
- Associate in Applied Science (Surgical Technology)
- Associate in Applied Science (Visual Communication: Multimedia:  Multimedia  Video Production  Web Design)
- Diploma Automotive Technician
- Diploma Bluegrass & Traditional Studio Artist
- Diploma Collision Repair Technician
- Diploma Combination Welder
- Diploma Computer Aided Drafting & Design
- Diploma Construction Carpenter
- Diploma Construction Equipment Technician (Diesel Technology)
- Diploma Cosmetologist
- Diploma Electrical Technology:  Construction Electrician  Industrial Electrician
- Diploma Heating, Ventilation & Air Conditioning Mechanic
- Diploma Interdisciplinary Early Childhood Education
- Diploma Medical Administrative Assistant  Diploma Medical Records Specialist
- Diploma Medical Assisting
- Diploma Office Systems  Diploma Small Business Management
- Diploma Operating Engineer (Heavy Equipment Operation)
- Diploma Practical Nursing
- Certificate(s) **(LIST - Use back if needed)**

**Student Signature (REQUIRED)**

**Date**

**Advisor Signature (REQUIRED)**

**Date**

**\*\*APPLICATION CONTINUES ON BACK →**

**Check here if you plan to participate in May commencement exercises \_\_\_\_\_**

**Part II (Please Check One)**

**Hazard Community and Technical College conducts one graduation ceremony in May of each year. If you are graduating in August or December, you may participate in the following May graduation ceremony. Please indicate below (by checking the appropriate statement) whether or not you plan to participate in May commencement:**

\_\_\_\_\_ I plan to participate in May commencement exercises

\_\_\_\_\_ I DO NOT plan to participate in May commencement exercises

**(If you change your mind about participating in commencement exercises, please let us know.)**

**GRADUATION CHECKLIST:** With your advisor, fill out a check sheet for each credential you're applying for.

**EXIT SURVEY:** An Exit Survey must also be submitted with your application and check sheet.

Visit [hazard.kctcs.edu](http://hazard.kctcs.edu) > Current Students > Academic Resources > Student Records > Program Satisfaction Survey for Graduates

**SUBMISSION GUIDELINES:** Attach to this signed application completed graduation check sheets **and** the signed *Thank You* page from the Exit Survey. Return the packet to the Records Office no later than **October 1** in the fall semester, **March 1** in the spring semester, or **July 1** of the summer term. If these dates fall on a weekend or holiday in any year, the deadline will be **the next official business day at the college**. Use a separate application for each distinct program area.

**List certificates here if space is needed:**

1)
2)
3)
4)
5)
6)
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11)
12)
13)
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15)