

## Information for Degree and Certificate Candidates

Please take your completed Petition for Graduation to the Enrollment Services office prior to the filing deadline for the term you are planning to graduate. Petitions received after the filing deadline will be evaluated for the next term.

For the **2012** Academic Year the graduation deadlines are as follows:

**Spring 2012** First Friday of March **March 2<sup>nd</sup>, 2012**

**Summer 2012** Fourth Friday of June **June 22<sup>nd</sup>, 2012**

**Fall 2012** First Friday of October **October 5<sup>th</sup>, 2012**

Please note that the following information is provided to answer questions regarding your Petition for Graduation. Please keep this information for your reference; for any additional questions please contact the Counseling Center or Evaluations Office at the numbers noted above.

## Information

### Diplomas

Your diploma will be mailed to you at the address included on your petition approximately **SIX months** from your graduation date (the last day of the semester in which you petitioned to graduate). Your diploma will show your major and date of your graduation. Diplomas will not be mailed or given out if you have an outstanding financial obligation to the Los Rios Community College District.

If you need proof of your graduation date or major prior to receiving your diploma in the mail, please request a copy of your official transcript and check the box on the right hand side of the transcript request form "Hold for degree/certificate to be posted". Please indicate the semester in which you have petitioned for. Note that these types of transcript requests can only be submitted via fax, mail or in person. Degrees and certificates can only be posted to transcripts if all requirements have been met and the semester in which you have petitioned for has ended. All requests are done on a first come first serve basis.

### Denied Petitions

You will be notified in writing if your Petition for Graduation cannot be approved. You are responsible for contacting the Evaluations Office to reactivate your Petition for Graduation for the next semester if, or when you are able to satisfy any remaining requirements.

### Transcripts

If you have completed coursework at another college that will be used to meet ARC graduation requirements, an official copy of the transcript must be on file **BEFORE** your Petition for Graduation will be evaluated.

### Military Credit

If you are requesting military credit to meet the general education Living Skills requirement, you must file a copy of your DD-214 and official military transcripts for evaluation with the Veterans Affairs Office located in Enrollment Services.

### **Change of Name or Address**

If you change your name or address, to ensure proper delivery of your diploma **YOU MUST** notify the Evaluations Office in writing and submit a forwarding address request with your local post office. Changing your address online **WILL NOT** update the address for diploma purposes. We **DO NOT** reprint diplomas for name changes.

### **Commencement**

American River College conducts one commencement ceremony each year in May for those who have been approved to receive an associate degree and those who are candidates for the associate degree by the end of the spring term. Summer graduates must wait until the following spring to participate in commencement. Participation in the ceremony is not mandatory, but is strongly encouraged. Information regarding commencement will be mailed to you in April.