



Graduation Application Instructions

For Degree and Certificate Candidates



Note: In order to graduate from Northwestern, you must complete the three steps below. Steps 1 and 2 determine your eligibility. If you are eligible to graduate, then complete Step 3. Potential graduates are strongly encouraged to submit an application the semester in which they are expected to graduate.
THERE IS NO GRADUATION FEE.

- STEP 1** Schedule an **APPOINTMENT** with your advisor or counselor to determine and/or verify that:
- All applicable **transfer credits** have been awarded
 - You are **enrolled in the correct program(s)** of study
 - You have or will have **met all program requirements** by the end of the semester**
 - Your **Graduation Plan has been signed** by your advisor/counselor

**** Please note: If you receive an Incomplete for a required course, you must successfully complete that course by July 16, 2018 in order to graduate. Otherwise you must reapply for the following year once you have successfully completed the course.**

- STEP 2** Make certain you have met all of your **FINANCIAL OBLIGATIONS**. This includes any outstanding liabilities with the Business Office, Library or Bookstore.

- STEP 3** Complete a **GRADUATION APPLICATION**. The application and your **signed Graduation Plan** must be returned to the **Registrar's Office**, in Green Woods Hall Room 215.

To have your degree and/or certificate confirmed in **January**, the deadline for this application is **NOVEMBER 17, 2017**. Should you miss this application deadline, your degree and/or certificate will be considered for May Commencement. All diplomas/certificates are given out following Commencement in May.

To receive your degree and/or certificate in **May**, the deadline for this application is **MARCH 29, 2018**.

The Registrar's office will notify all graduates regarding the result of their degree/certificate evaluation.

If you are requesting a **second degree**, you must complete a minimum of 15 credits beyond the number required for the initial degree and fulfill all requirements of the second degree. **Note:** Pursuant to Board Policy §3.3.5, the completion of the requirements of an **additional program option does not constitute a different degree**. If the degrees/certificates are not completed in the same semester, then you must reapply and submit a second application.

All graduates and their guests are invited to attend the Commencement Ceremony in May. All degrees and certificates are handed out following the Ceremony. January and May graduates will be sent Commencement information (schedule, cap & gown info, invitations, etc.) by early-May. Students who have not met all of their academic requirements are deemed ineligible to graduate and will be notified prior to Commencement.

Commencement for the Class of 2018 is scheduled for Thursday May 24, 2018.

Questions?? – Call the Registrar's Office at 860-738-6312.

www.nwcc.comnet.edu • Park Place East, Green Woods Hall Room 215 • Winsted, CT 06098

MAJOR - DEGREES	Code	Your Diploma Will Read
Allied Health Administration	C11CB74	A.S. Allied Health Administration
Business and Management Administration	C11CA67	A.S. Business & Management Administration
Bus & Mgmt: Marketing & Sales Option	C11CB61	A.S. Business & Management Administration
Computer Systems Technology	C11CA90	A.S. Computer Systems Technology
Criminal Justice	C11CB10	A.S. Criminal Justice
Deaf Studies	C12CA33	A.A. Deaf Studies
CSCU Transfer: Art Studies	C12CG21	A.A. CSCU Pathway Transfer: Art Studies
CSCU Transfer: Biology Studies	C12CG01	A.A. CSCU Pathway Transfer: Biology Studies
CSCU Transfer: Business Studies	C12CG12	A.A. CSCU Pathway Transfer: Business Studies
CSCU Transfer: Chemistry Studies	C12CG02	A.A. CSCU Pathway Transfer: Chemistry Studies
CSCU Transfer: Communication Studies	C12CG03	A.A. CSCU Pathway Transfer: Communication Studies
CSCU Transfer: CompSci Studies	C12CG13	A.A. CSCU Pathway Transfer: Computer Science Studies
CSCU Transfer: Criminology Studies	C12CG04	A.A. CSCU Pathway Transfer: Criminology Studies
CSCU Transfer: Early Childhood Teacher Studies	C12CG14	A.A. CSCU Pathway Transfer: Early Childhood Teacher Studies
CSCU Transfer: English Studies	C12CG05	A.A. CSCU Pathway Transfer: English Studies
CSCU Transfer: History Studies	C12CG06	A.A. CSCU Pathway Transfer: History Studies
CSCU Transfer: Mathematics Studies	C12CG07	A.A. CSCU Pathway Transfer: Mathematics Studies
CSCU Transfer: Physics Studies	C12CG19	A.A. CSCU Pathway Transfer: Physics Studies
CSCU Transfer: Political Science Studies	C12CG08	A.A. CSCU Pathway Transfer: Political Science Studies
CSCU Transfer: Psychology Studies	C12CG09	A.A. CSCU Pathway Transfer: Psychology Studies
CSCU Transfer: Social Work Studies	C12CG10	A.A. CSCU Pathway Transfer: Social Work Studies
CSCU Transfer: Sociology Studies	C12CG11	A.A. CSCU Pathway Transfer: Sociology Studies
CSCU Transfer: Spanish Studies	C12CG20	A.A. CSCU Pathway Transfer: Spanish Studies
Early Childhood Education	C11CA27	A.S. Early Childhood Education
Engineering Science	C11CB15	A.S. Engineering Science
Environmental Science	C11CB80	A.S. Environmental Science
Environ Sci: Natural Resources Option	C11CB81	A.S. Environmental Science
Fine Arts/Art	C11CB20	A.S. Fine Arts
Fine Arts: Digital Media Option	C11CA46	A.S. Fine Arts
Fine Arts: Graphic Comm Design Option	C11CB32	A.S. Fine Arts
Fine Arts: Photography Option	C11CA47	A.S. Fine Arts
General Studies	C11CB29	A.S. General Studies
Health Information Management	C11CA60	A.S. Health Information Management
Human Services	C11CB35	A.S. Human Services
Interpreter Preparation ASL/ENG	C11CB36	A.S. Interpreter Preparation ASL/ENG
Liberal Arts & Sciences (Assoc. in Arts)	C12CB55	A.A. Liberal Arts & Sciences
Liberal Arts & Sciences (Assoc. in Science)	C11CB55	A.S. Liberal Arts & Sciences
Medical Assistant	C11CA82	A.S. Medical Assistant
Nursing	C11CF30	A.S. Nursing
Technology Studies	C11CF11	A.S. Technology Studies
Technology Studies: Engineering Technology Option	C11CF12	A.S. Technology Studies
Therapeutic Recreation	C11CA36	A.S. Therapeutic Recreation
Veterinary Technology	C11CA25	A.S. Veterinary Technology

Certificates will read exactly as listed.

MAJOR – CERTIFICATES	Code	MAJOR – CERTIFICATES	Code
Allied Health Science	C13CJ15	Health Information & Reimbursement Specialist	C13CJ12
Computer Business Applications	C13CJ65	Home Child Care	C13CJ37
Computer Help Desk	C13CJ17	Human Services	C13CJ39
Computer Programming	C13CJ67	Marketing & Sales	C13CJ10
Deaf Studies	C13CJ81	Medical Assisting	C13CJ59
Digital Publishing	C13CJ09	Photography	C13CJ02
Fine Arts	C13CJ01	Therapeutic Recreation	C13CJ51
Graphic Design	C13CJ36	Webmaster & Internet Design	C13CJ56