

Anne Arundel Community College  
 Records and Registration Office  
 101 College Parkway Arnold, MD 21012 fax 410-777-2489

# GRADUATION APPLICATION

**IMPORTANT: You must complete a graduation application if you wish to receive your certificate/associate degree regardless if you will attend the commencement ceremony.**

## 1. MEET WITH YOUR ACADEMIC ADVISOR

If possible, plan ahead and contact your academic advisor to ensure you have met all requirements before you apply for graduation. You may make an appointment with your advisor for an unofficial program review/audit by calling Counseling, Advising and Retention Services at 410-777-2307.

## 2. COMPLETE GRADUATION APPLICATION

If you/your advisor has determined you have fulfilled or will fulfill all graduation requirements by the last day of finals for the requested term, complete the graduation application. You must complete a graduation application if you wish to receive your certificate/associate degree regardless if you will attend the commencement ceremony.

**If you are applying for a letter of recognition,** DO NOT fill out this form. Instead, contact the Records and Registration Office regarding your request.

## 3. MAKE PAYMENT

Each degree or certificate for which you apply requires a separate payment of \$20.00. You must pay your application fee at the Cashier's Office before you hand it in to the Records and Registration Office OR you may include your Visa/MasterCard or Discover Card number and expiration date on this form below.

If you previously applied for graduation and did not complete the requirements, you do not have to pay another \$20.00 fee; however you must complete/submit another graduation application.

You must be in good financial standing with the College, all accounts paid in full, to receive your diploma/transcript and to attend the commencement ceremony.

## 4. SUBMIT APPLICATION TO RECORDS AND REGISTRATION OFFICE

All completed applications must be submitted to the Records and Registration Office according to the schedule below.

Application for graduation **must** be made according to the following schedule:

For **SPRING** graduation: Between Jan.1 and March 1  
**DEADLINE: March 1**

For **SUMMER** graduation: Between June 1 and July 1  
**DEADLINE: July 1**

For **FALL** graduation: Between Aug. 1 and Nov.1  
**DEADLINE: November 1**

You may drop off the application in-person, or mail or fax it to us.

### Postal address:

Records and Registration Office  
 Anne Arundel Community College  
 101 College Parkway  
 Arnold, MD 21012-1895

**FAX:** 410-777-2489

**AFTER an evaluation of your records has been done, you will receive a letter in the mail concerning your graduation status as well as information regarding diploma receipt and the ceremony held in the spring.**

## GRADUATION PROGRAM CODES

Programs	CODES
<b>Associate of Arts degrees</b>	
American Studies.....	AA.AMS.AMS
<b>Education</b>	
Early Childhood Education.....	AAT.EDU.EARLYCHILD
Elementary Education option (catalogs prior to 2007).....	AAT.EDU.ELEM
Elementary/Elementary Special Education option (catalogs 2007- )	AAT.EDU.ELEM-SE
Secondary Education—Chemistry.....	AAT.EDU.SEC-CHEM
Secondary Education—English.....	AAT.EDU.SEC-ENG
Secondary Education—Mathematics.....	AAT.EDU.SEC-MATH
Secondary Education—Physics.....	AAT.EDU.SEC-PHYS
Secondary Education—Spanish.....	AAT.EDU.SEC-SPA
<b>Fine Arts</b>	
Art History/Museum Education option.....	AA.FA.AH-ME
Dance option.....	AA.FA.DANCE
Film Studies option.....	AA.FA.FILM
Graphic Design option.....	AA.FA.GRAPHIC-DESIGN
Music option.....	AA.FA.MUSIC
Theater Arts option.....	AA.FA.THEATER
Visual Arts option.....	AA.FA.VISUAL
General Studies....(catalogs prior to 2007).....	AA.GEN.STDS
Law and Jurisprudence.....	AA.LGS.JURIS.TRANS
Liberal Arts.....	AA.LIBERAL.ARTS
Transfer Studies (formerly General Studies) (catalogs 2007- )	AA.TRANSFER.STDS

**Associate of Science degrees**

Aging Studies.....	AS.HUS.AGING
Business Administration Transfer.....	AS.BPA.ADM
<b>Computer Science</b>	
Computer Science--Computer Info Systems option.....	AS.CPS.CIS
Computer Science--Mgmt Information Systems option.....	AS.CPS.MIS
Computer Science Transfer.....	AS.CPS.SCI
Engineering.....	AS.EGR.EGR
Gerontology.....	AS.HUS.GERONTOLOGY
Health, Fitness and Exercise Studies.....	AS.HEA.FIT.EXERCISE
Mathematics.....	AS.MATH.MATH
Nursing(RN).....	AS.NUR.RN
Nursing Transfer.....	AS.NUR.TR
<b>Premedical options</b>	
Medical Technology concentration.....	AS.SPM.MED-TECH
Pre dental Hygiene concentration.....	AS.SPM.PD-HYG
Pre-Dietetics concentration.....	AS.SPM.PRE-DIETICS
Premedical and Pre dental concentration.....	AS.SPM.PM-PD
Pre-Optometry concentration.....	AS.SPM.PRE-OPT
Pre-Pharmacy concentration.....	AS.SPM.PRE-PHAR
Pre-Physical Therapy concentration.....	AS.SPM.PRE-PT
Pre-Veterinary concentration.....	AS.SPM.PRE-VET
<b>Science options</b>	
Astronomy concentration.....	AS.SPM.AST
Biology concentration.....	AS.SPM.BIOL
Chemistry concentration.....	AS.SPM.CHEM
Environmental Science concentration.....	AS.SPM.ENVI
Physics concentration.....	AS.SPM.PHYS
Plant Science — Botany concentration.....	AS.SPM.PS-BOT
Plant Science — Horticulture concentration.....	AS.SPM.PS-HORT

Programs	CODES
<b>Associate of Applied Science degrees</b>	
<b>Architecture and Interior Design</b>	
Architecture option.....	AAS.ACH.ARCH
Construction Management option.....	AAS.ACH.CSTN-MGMT
Interior Design option.....	AAS.ACH.INT-DSGN
Business Enterprise Systems.....	AAS.BES.ENTRS-SYS
Business Management...(degree).....	AAS.BMT.MGMT
<b>Communication Arts Technology</b>	
Communication Arts Technology—Media Production.....	AAS.CAT.MEDIA
Communication Arts Technology—Interactive Tech.....	AAS.CAT.INTR-TECH
<b>Computer Information Systems</b>	
Information Systems Security.....	AAS.CIS.ISS
Personal Computer Systems Technology option.....	AAS.CIS.PC-SYS
Programming/Analysis option.....	AAS.CIS.PROG
Computer Network Management...(degree).....	AAS.CIS.CNM
<b>Computer Science</b>	
Web Technologies.....	AAS.CPS.WEB-TECH
Cybercrime.....	AAS.LEN.CYBER-CRME
Early Childhood Development.....	AAS.EDU.ECD
<b>Electronic Engineering Technologies</b>	
Electronics degree option.....	AAS.EGR.ELEC
Telecommunications degree option.....	AAS.EGR.TELE
EMT-Paramedic (degree).....	AAS.EMT.EMT
Entrepreneurship.....	AAS.ESI.ENTREP
Financial Accounting (degree).....	AAS.BPA.FIN-ACCT
Fire Management.....	AAS.BPA.FIRE-MGMT
Forensic Studies.....	AAS.LEN.FORNSC.SCI
Homeland Security Management.....	AAS.HLS.HMLD.SEC-MGT
<b>Hotel/Restaurant Management</b>	
Culinary Arts Operations option.....	AAS.HRM.CULINARY
Hospitality Business Mgt Option (catalogs 2004 - ).....	AAS.HRM.HSP-BMGT
Residential Life Op Option (catalogs 2004 -2006 ).....	AAS.HRM.RES-LIFE
<b>Human Services Degree</b>	
Human Services option.....	AAS.HUS.HUS
Addiction Counseling option.....	AAS.HUS.ADDICTION
Law and Social Practice option.....	AAS.HUS.LAW-SOC
General Technology.....	AAS.CIS.GEN-TECH
Juvenile Justice.....	AAS.CJS.JUV-JUST
<b>Law Enforcement and Criminal Justice Degree</b>	
Law Enforcement option.....	AAS.LEN.LEN
Police Academy Degree option.....	AAS.LEN.POL-ACAD
Social Justice option.....	AAS.LEN.SOC-JUS
Medical Assisting (degree).....	AAS.MDA.MDA
Medical Laboratory Technician.....	AAS.MLT.MLT
<b>Paralegal Studies Degree</b>	
Business concentration.....	AAS.PARA.BUSN
General Practice concentration.....	AAS.PARA.GENL
Litigation concentration.....	AAS.PARA.LITG
Physical Therapist Assistant.....	AAS.PTA.PTA
Radiologic Technology.....	AAS.RAD.RAD
Therapeutic Massage.....	AAS.IHE.TH-MASS

## CERTIFICATES

***(Do not use the codes on this page if you are seeking a degree)***

### Aging Studies

Aging Studies.....CRT.HUS.AGING  
Home Health Caregiver option.....CRT.HUS.HOME-CARE

### Architecture and Interior Design

Advanced Interior Design option.....CRT.ACH.ADV-INT-DSGN  
Architectural CAD option.....CRT.ACH.CAD  
Architectural Illustration option.....CRT.ACH.ILLN  
Construction Management option.....CRT.ACH.CSTN-MGMT  
Interior Design option.....CRT.ACH.INT-DSGN  
Landscape Architecture Design option.....CRT.ACH.LNDSCPE-ACH

### Business Management Certificate

Advertising/Marketing option.....CRT.BMT.ADV-MKT  
Business Communications option.....CRT.BMT.COMM  
Business Office Management option.....CRT.BMT.OFF-MGMT  
Computer Information Systems option.....CRT.BMT.CIS  
Database Administration option.....CRT.BMT.DATA-ADMN  
Economics/Finance option.....CRT.BMT.ECO-FIN  
Electronic Commerce option.....CRT.BMT.E-COM  
EMS/Fire/Rescue Management option.....CRT.BMT.EMS-MGMT  
Financial Accounting option(This is the 18 credit certificate...also see 57 credit certificate on this page).....CRT.BMT.FIN-ACCT  
Health Care Professionals option.....CRT.BMT.HEA-CARE-PRF  
Hotel Front Desk Mgmt option-catalogs prior to 2007.....CRT.BMT.FRTDESK.MGMT  
Hotel/Restaurant Management option.....CRT.BMT.HRM-MGMT  
Human Resources option.....CRT.BMT.HUM-MGMT  
Retail Management option (catalogs prior to 2006).....CRT.BMT.RETAIL-MGMT  
Small Business option.....CRT.BMT.SML-BUS  
Total Quality Management (TQM) option.....CRT.BMT.TQM

### Communication Arts Technology

Graphic Design option.....CRT.CAT.GR-DSGN  
Photography option.....CRT.CAT.PHOTO  
Video Production option.....CRT.CAT.VIDEO

### Computer Information Systems

#### Computer Specialist option

C+ + Language Concentration.....CRT.CIS.CPLANG  
Systems Concentration.....CRT.CIS.SYSTEMS  
Visual Basic.NET.....CRT.CIS.VB-NET

### Computer Information Systems

Database Administration.....CRT.CIS.DATA-ADMN  
Information Systems Security.....CRT.CIS.ISS  
Scientific Programming option.....CRT.CIS.SCI-PROG

### Computer Information Systems

#### Personal Computer Specialist option

Electronic Office concentration.....CRT.CIS.ELEC-OFF  
Help Desk Specialist Certificate option.....CRT.CIS.HELP-DESK  
Personal Computer Technician concentration.....CRT.CIS.PC-TECH

### Computer Network Management

Computer Network Management (certificate NOT degree)... CRT.CIS.CNM  
UNIX System Administrator option.....CRT.CIS.UNIX-SA

Cybercrime.....CRT.LEN.CYBER-CRME

Designing and Drafting Technology (Computer-Aided).....CRT.EGR.CAD

### Education

Early Childhood Development: Child Care 1.....CRT.EDU.CHILD-CARE1  
Early Childhood Development: Child Care 2.....CRT.EDU.CHILD-CARE2

### Education

#### Special Education Support

Autism Spectrum Disorders option.....CRT.EDU.SES.AUTISM  
Behavior Support Services option.....CRT.EDU.SES.BEH-SUP  
Emotional Disturbance option.....CRT.EDU.SES.EMOTION  
Learning Disabled option.....CRT.EDU.SES.LD  
Mental Retardation option.....CRT.EDU.SES.MENTAL  
Preschool/Early Childhood option.....CRT.EDU.SES.PRES-EC  
Speech and Language option.....CRT.EDU.SES.SP-LG

Teaching Paraprofessional.....CRT.EDU.PARA-TEACH

### Electronic Engineering Technologies

Electromechanical option.....CRT.EGR.ELEC-MECH  
Electronics option.....CRT.EGR.ELEC  
PC Repair option.....CRT.EGR.PC-REPAIR  
Telecommunications option.....CRT.EGR.TELE

EMT—Intermediate.....CRT.EMT.INTERMEDIATE  
EMT—Paramedic (EMT-P).....CRT.EMT.P

Entrepreneurship.....CRT.ESI.ENTREP  
Financial Accounting ( 57-credit certificate).....CRT.BPA.FIN-ACCT  
Gerontology.....CRT.HUS-GERONTOLOGY  
General Technology.....CRT.CIS.GEN-TECH

### Hotel/Restaurant Management

Baking and Pastry Arts Operations.....CRT.HRM.BAK-PASTRY  
Baking and Pastry Cooking Skills.....CRT.HRM.COOK-BAK  
Catering Operations option.....CRT.HRM.CATERING  
Culinary Arts Entrepreneurship.....CRT.HRM.ENTREP  
Culinary Arts Operations option.....CRT.HRM.CULINARY  
Food Service Operations Management option.....CRT.HRM.FOOD-SERV  
Hotel/Lodging Management.....CRT.HRM.HTL-LDG-MGT  
Restaurant Cooking Skills.....CRT.HRM.COOK-REST

### Human Services

Addiction Counseling.....CRT.HUS.ADD-CNSL  
Human Services.....CRT.HUS.HUS  
Human Services –Direct Support option.....CRT.HUS.DIRSUP

Intelligence Analytics.....CRT.HLS.INTEL-ANYL

Juvenile Services Inst. Support Staff option.....CRT.CJS.JJ-INSTSUP

Juvenile Services Resident Advisors option.....CRT.CJS.JJ-RESADV

### Law Enforcement and Criminal Justice

Law Enforcement option.....CRT.LEN.LEN  
Police Academy option.....CRT.LEN.POL-ACAD

Managed Care Operations.....CRT.IHE.MGMT-CARE  
Medical Assisting.....CRT.MDA.MDA  
Medical Coding.....CRT.IHE.MED-CODE

### Paralegal Studies

Business concentration.....CRT.PARA.BUSN  
General Practice concentration.....CRT.PARA.GENL  
Litigation concentration.....CRT.PARA.LITG  
Nursing Paralegal concentration.....CRT.PARA.NURS

Patient Care Technician.....CRT.NUR.PCT

Personal Trainer.....CRT.HEA.PER-TRAIN

Pharmacy Technician.....CRT.IHE.PHAR-TECH  
Physician Assistant.....CRT.PA.PA  
Practical Nursing.....CRT.NUR.PRAC-NR

### Publication/Design on the Internet

Graphic Design option.....CRT.CAT.PDI  
Programming option.....CRT.CPS.PDI

Retail Management...(catalogs 06- ).....CRT.BPA.RETAIL-MGMT  
Science Laboratory Management.....CRT.SCI.LAB-MGMT  
Therapeutic Massage.....CRT.IHE.TH-MASS

### Transfer Studies

Honors—Transfer Programs option.....CRT.TRN.HON-TRAN  
Honors—Career Programs option.....CRT.TRN.HON-CAR  
Transfer Studies...(certificate code—not degree code).....CRT.TRN.STDS

Transportation, Logistics and Cargo Security.....CRT.BMT.TRANSPORT  
Women's Studies.....CRT.WMS.STDS  
World Wide Web Programming and Design.....CRT.CIS.WWW-PROG

**If your program code is not listed, contact the  
Records and Registration Office for assistance.**

# GRADUATION APPLICATION

Please print clearly.

## Part I

SSN or Student ID Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**PRINT** your name **LEGIBLY** and **EXACTLY** as you want it to appear on your Diploma:

\_\_\_\_\_  
**First** **Middle** **Last**

Indicate any other name you use on your records: \_\_\_\_\_

Address: \_\_\_\_\_  
**Number/Street** **City** **State** **Zip**

Telephone numbers: Home \_\_\_\_\_ Business \_\_\_\_\_

E-mail address: \_\_\_\_\_

Do you wish us to update your records to reflect the above present address: **Yes** **No**

## Part II

**Expected year of graduation:** \_\_\_\_\_ **Circle one:** Spring Summer Fall

Enter your Associate or Certificate program **name** and **code** (see pages 2 and 3 of application)

\_\_\_\_\_

**Which catalog year do you wish us to review you under?** \_\_\_\_\_ Any catalog may be used provided that it is for the current year or one of the four preceding years, and is for a year in which you completed at least one credit or developmental class. If you are uncertain about which catalog year to choose, see your academic advisor. If you do not answer this question, you will be reviewed under the current catalog.

## Part III

Do you have any Academic Standards Petitions / Program Substitution Forms / or other waivers submitted which may affect your graduation review? **Yes** **No**

Are there any credits from other sources/colleges that have not transferred yet to AACC which you will need for graduation? **Yes** **No** If yes, from where? \_\_\_\_\_

Are you taking classes there now? **Yes** **No**

Do you have a Serviceman's Opportunity College (SOC) Agreement with AACC? **Yes** **No**

**TURN OVER AND COMPLETE BACK**

**GRADUATION APPLICATION (continued)**  
Please print clearly.

**Part IV**

If you do not pay by credit card, please submit this application with a check or money order. You may pay with cash if you present this to the Cashier's Office on the Arnold campus. You may fax your application if you pay by credit card. I authorize \$20.00 (twenty dollars) to be charged to my credit card below.

Card# \_\_\_\_\_ Expiration: \_\_\_\_\_

Signature (required if credit card charge) \_\_\_\_\_

**SUBMIT APPLICATION TO RECORDS AND REGISTRATION OFFICE**  
**(See page one of instructions for fax number and postal address)**

*Office Use Only below this line*

Amount Paid: \$ \_\_\_\_\_ Payment received by/date: \_\_\_\_\_

Cashier's Office: Please return original application to Records and Registration Office.

Received in Records and Registration Office by/date: \_\_\_\_\_