



# Application for Degree or Certificate

**Apply for Graduation as soon as you register for the final courses needed for your Degree or Certificate.**

Student I.D. Number \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Day Telephone \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Birth Date \_\_\_\_\_

**The name in NSCC's system will be used as the name appearing on your degree or certificate**

GRADUATION YEAR \_\_\_\_\_ QUARTER \_\_\_\_\_ = the last year/quarter of classes completed for degree/certificate

**STUDENT RESPONSIBILITIES – PLEASE READ:**

1. **Confirm that your contact information is correct at the following website: <https://mynorth.seattlecolleges.edu>**  
**The address on MyNorth is where your award will be mailed.** Duplicate mailing requests will require a processing fee.
2. Meet with your Academic Advisor or Faculty Coordinator for your final graduation review and to complete this form.
3. From the list on the back of this form clearly mark the program/s for which you are applying.  
\* **PLEASE NOTE:** Short term (19 credits or less) certificates have a separate application form. Please see Advising or your Faculty Coordinator to apply for your short term certificate.
4. Please list the courses you are enrolled in for your final quarter below. If you make any changes to your class schedule, please meet with an advisor to discuss how this may impact or delay your degree/certificate completion.

FINAL QUARTER COURSES (i.e. ENGL 151):


5. If final courses are from South Seattle or Seattle Central, include an Application for Evaluation of Incoming Credits.
6. If final courses are from outside the Seattle Community College District, an official credit evaluation form must accompany this application and we must receive your official transcripts within a week of completing your final courses or else your application may be delayed, possibly until the following quarter.
7. If you do not complete the above courses with a grade by the final day of the quarter you are applying, please contact the ARRC Office to cancel your graduation application. If you cancel your graduation application, you will need to resubmit a new application through your advisor or faculty coordinator.

**ACADEMIC or FACULTY ADVISOR PLEASE COMPLETE THE FOLLOWING:**

1. Verify that the correct graduation year/quarter has been entered above.
2. Attach a current degree audit or checked off Scope & Sequence with appropriate catalog year indicated (catalog year must be within 5 years of the graduation year/quarter) and all supportive documentation to the graduation application.
3. Please sign below to verify this application is correct.

\_\_\_\_\_  
**Academic Advisor Signature**                      **Date**  
(Transfer Degrees, Gen Ed Courses for PT Programs)

\_\_\_\_\_  
**Faculty Coordinator Signature**                      **Date**  
(Technical Courses for PT Programs)

**BY SIGNING BELOW I ACKNOWLEDGE THAT:**

1. Submitting my Graduation Application does not guarantee program /degree completion.
2. I understand that my name, degree and any awards may be listed as part of NSCC award ceremonies, such as the NSCC Commencement Ceremony program, for the academic year I completed the Degree or Certificate.  
**Note:** Refer to the graduation ceremony deadlines for the last day to apply for graduation and have name listed in the commencement program.
3. Graduation applications are **due no later** than the end of the previous quarter of the intended graduation quarter. *Example: Spring Graduation Applications are due on the final day of Winter Quarter. Late applications* will not receive priority and will be processed with the following quarter's applications.
4. Graduation applications are processed once at the end of the quarter after final grades are posted. From there, it may take up to 8 weeks for degrees to be posted to transcripts and for diplomas to be mailed.
5. Award postings are available online once posted at <http://www.northseattle.edu/kiosk> by clicking "Grades/Unofficial Transcript".

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Credentials Verified \_\_\_\_\_ Date \_\_\_\_\_ **NSCC BLOCKS** \_\_\_\_\_  
Date of Program Completion \_\_\_\_\_ Date Award Posted \_\_\_\_\_ Date Award Mailed \_\_\_\_\_

## **Bachelor of Applied Science Degrees**

- 5BA Application Development - BAS
- 40B Early Childhood Education - BAS
- 24B International Business - BAS

## **College Transfer Degrees**

- 0003 AA Transfer - DTA
- 0012 AS Transfer
- 0013 AS Transfer-Option 1
- 0014 AS Transfer-Option 2
- AB12 Associate in Business – DTA\MRP
- RND Associate in Nursing – DTA\MRP

## **Fine Arts**

- 0004 AFA-Art
- 0007 Certificate in Jewelry Design
- 0008 Certificate of Fine Arts-Art

## **High School Diploma**

- 0098 High School Conversion  
*International students must see Tam Nguyen at IP office to apply for HS diploma*
- 0098 High School Completion  
*If you have completed any transfer/prof/tech degree and are 21 or older without a H.S. diploma OR have completed any degree and have been in Running Start, check this box to request an NSC diploma.*

## **Business, Electronics and Information Technology**

### **Accounting/Administrative Programs**

- 505 Accounting – AAS
- 505M Accounting – AAS-T
- 505J Accounting Office Assistant I - Cert
- 547G *Administrative Assistant - AAS*
- 547K *Advanced Customer Service - Cert*
- 505B Advanced Tax Preparation Certificate - Cert
- 505J Bookkeeping Assistant - Cert
- 505H Bookkeeping Certificate in Accounting - Cert
- 505C *Computerized Accounting Technology - Cert*
- 254 Entrepreneurial Training - Cert
- 502D General Business - AAS
- 502E General Business – AAS-T
- 249 International Trade Certificate - Cert
- 547O Office Professional - Cert
- 298C *Retail Management - Cert*

### **Communications Programs**

- 614A *Communication Business & Media - Cert*
- 614B *Communication Business & Media – AAS-T*
- 614C *Communications & Media Arts - Cert*

### **Electronics/Engineering Programs**

- 798A Architectural Engineering Drafting - AAS
- 798D Architectural Engineering Drafting - Cert
- 798C *Architectural Engineering Drafting (Eve) - Cert*
- 630I Aviation Electronics I: Wire Assembly – Cert
- 630J Aviation Electronics II: Electronics Tech - Cert
- 630F Broadband Cable - Cert
- 630D Electronics Engineering Technology – AAS-T
- 630A Electronics Technology - AAS
- 630E Electronics Technology - Cert
- 651C *Electronics Telecomm. Tech - AAS*

- 654D Healthcare Technology Management - AAS
- 703I HVAC Tech & Project Management – AAS-T
- 703N HVAC Technician - Cert
- 703 HVAC Sustainable Building Engineering - AAS
- 768B Industrial Automation and Electronic Controls - Cert
- 657E Industrial Power & Control - AAS
- 768A Mechatronics - AAS
- 653 *Nanotechnology – AAS-T*
- 653B *Nanotechnology – Cert*
- 657C Sustain. & Convent. Energy & Control - Cert

### **Information Technology Programs**

- 529A *IT for Healthcare - AAS*
- 529C IT for Healthcare - Cert
- 527H IT-Controlled Electronic Systems - AAS
- 527I IT-Controlled Electronic Systems - Cert
- 527J Network and Server Admin Specialist - AAS
- 527K Network and Server Admin Specialist - Cert
- 515 Programming and IT Network Support – AAS-T
- 515B Web Application Technologies - Cert
- 533C Windows Network Administration - Cert

### **Real Estate Programs**

- 275G Advanced Commercial Real Estate - Cert
- 275A Real Estate - AAS
- 275B Real Estate - Cert
- 275M *Real Estate Appraiser Trainee - Cert*
- 275K Real Estate Escrow - Cert
- 275H Real Estate Loan Processor - Cert
- 275I *Real Estate Loan Originator - Cert*
- 275T Real Estate Property Management – Cert
- 275E *Real Estate Sales - Cert*
- 275J Real Estate Sales (Advanced) - Cert

### **Watch Technology Programs**

- 805A Watch Technology Institute - AAS
- 805B Watch Technology Institute - Cert

## **Health and Human Services/Early Childhood**

### **Early Childhood Programs**

- 402B Early Childhood Education - AAS
- 41E-46E Early Childhood Statewide Certs

### **Medical Assisting/Admin/Transcript Programs**

- 381G *Basic Medical Reception - Cert*
- 381E Clinical Lab Assisting - Cert
- 391 Emergency Department Technician - Cert
- 381C Medical Assisting - AAS
- 381B Medical Assisting - Cert
- 381F Medical Office Administration - Cert

### **Pharmacy Technician Programs**

- 399A Pharmacy Technician - AAS
- 399B Pharmacy Technician - Cert

### **Nursing Programs**

- 323 *Nursing - AAS-T*
- 326A *Practical Nursing - AAS*
- 326B *Practical Nursing - Cert*

### **For short term certificates, please use other form.**

If your program is not listed above please fill in your program title and number: \_\_\_\_\_

*Note: Certificates in grey are no longer offered at North, but students who are currently enrolled can still apply to graduate within 5 years of admittance to program*