

Steps for Graduation

1. All students must schedule an appointment with an Academic Advisor or Program Coordinator to review the check sheet. A signature is required before submitting the application.
2. If courses from other colleges or universities will be applied toward the degree/certificate, an official transcript must be on file and evaluated by MCC before this application can be processed.
3. Applicants are required to complete MCC's online graduate exit survey at mesacc.edu/gradsurvey. You will receive a confirmation number after submission. Add this number to the corresponding field on your application.
4. Any debts within Maricopa County Community College District must be cleared before a degree/certificate can be awarded.
5. Applicants have thirty days after the anticipated graduation date to remove all academic deficiencies. Applicants who are not eligible for a degree/certificate must re-apply.
6. Submit the completed and signed application and check sheet to the Enrollment Services office prior to the deadline. Fall (November 1), Spring (March 1), Summer (June 1).
7. A \$25 fee is required to participate in the commencement ceremony held in May. This fee must be paid at Cashier Services by March 1st. The following items are included in the fee:
 - Cap/gown/tassel
 - Honor cords (if applicable)
 - Five announcements
 - Degree/certificate cover
8. The commencement fee is refundable up to two weeks prior to graduation. A notification letter detailing this event will be mailed approximately thirty days prior to the day of the ceremony.
9. All degrees/certificates will be mailed to the applicant's address on record. Please make sure your address is correct.

