Northeast Texas Community College
2012-2013 Graduation Information

Friday, December 14, 2012, Friday, May 10, 2013, or Friday, August 9, 2013
Whatley Center for the Performing Arts
7:00 p.m.

This information is outlined to assist you in preparation for graduation. Please keep this sheet for instruction and reference purposes until after graduation.

The following steps should be completed before graduation.

1. A degree plan should be completed in the Advising Office, and reviewed by an Advisor. ADN, LVN, and Cosmetology graduates need to have completed requirements relating to the catalog of the year entered.
2. All degree or certificate requirements listed in the College catalog must be completed.
3. Official transcripts from all other colleges and universities attended should be on file in the Admissions Office. Any course substitutions must be completed by appropriate faculty and returned to the Registrar’s Office.
4. An application for graduation must be completed and turned into the Registrar’s Office even if you do not plan to attend the ceremony.
5. Students should contact the Bookstore for information regarding announcements and caps/gowns. See the ‘Additional Information’ section below for more details.
6. All financial obligations to the College must be paid PRIOR to graduation, and any additional HOLDS must be removed by the appropriate office.

Only students who have fulfilled or will fulfill degree or certificate requirements by the end of the spring semester are eligible to participate in the May 10 graduation. Likewise, only students who have fulfilled or will fulfill degree or certificate requirements by the end of the fall semester are eligible to participate in the December 14 graduation.

Students who will complete the degree or certificate requirements during Intersession or Summer should plan to participate in the summer graduation on August 9. Those completing the degree or certificate requirements during Mini-semester should plan to participate in the spring graduation on May 10.

The deadline for filing for December graduation is Thursday, October 11, 2012; the deadline for May graduation is Thursday, March 7, 2013; and the deadline for August graduation is Thursday, June 20, 2013.

Additional Information

There is NO charge for the cap or gown.
Students may pick up caps and gowns in the Bookstore beginning November 15 for December graduation, April 19 for May Graduation and July 19 for August graduation. Announcements must be ordered no later than November 9 for December graduation, and must be paid for in advance. Check with the NTCC Bookstore (903-434-8150) for more information.

Information concerning the night of graduation will be sent about two weeks before graduation to students who have been provisionally cleared by the Registrar’s Office and who plan to participate in the ceremony. Graduates not attending the ceremony may have their diploma mailed at a cost of $10.00 (certified mail – include driver’s license # and date of birth if paying by check) or you may pick the diploma up in the Registrar’s Office immediately after the ceremony if you met the filing deadline. Otherwise, you may pick up your diploma in the Registrar’s Office during office hours with a photo ID – remember, our offices close for holiday break on Wednesday, December 19. We will reopen on Wednesday, January 2.

ALL graduates applying LATE (after the graduation deadline) will be notified by mail at a later date when the diploma or certificate arrives for pickup.

A reception for graduates and their families will be held following the ceremony in the foyer of the Whatley Center.

Congratulations to you upon attaining this milestone in your life. We are proud of you and hope NTCC will always have a special place in your life for years to come.