Graduation Checklist
For Degree and Certificate Candidates

Tunxis Community College offers two conferral dates beginning with the academic year fall 2013. Conferral dates pertain to the date students will have met all program requirements for their degree/certificate. Please note, commencement for both conferral dates is May 31, 2013.

Conferral Date: Application Deadline:
May 31, 2013 March 1, 2013
December 31, 2013 November 1, 2013

Prior to seeing your advisor, print a copy of your unofficial transcript from myCommNet. Obtain a program guide from the Faculty Center or the Academic Advising Center.

- Verify that you are enrolled in the correct major(s); if not, complete and submit a Change of Program form to the Records Office;
- Verify that all applicable transfer credits have been accepted and are on your Tunxis transcript. If not, contact Admissions at 860/255-3555.

To SELF-DETERMINE that you have or will have met all program requirements by the end of either the fall or spring semesters, complete your program guide using your unofficial transcript AND/OR run a Student Degree Evaluation in myCommNet. (Please note that courses in progress are not reflected in this evaluation.)

Schedule an APPOINTMENT with your advisor or counselor. Be sure to bring your unofficial transcript(s) and program guide(s). Together you and your advisor will confirm eligibility to graduate. Your program guide(s) must then be signed by you and your advisor/counselor.

Make certain you have met all your FINANCIAL OBLIGATIONS. This includes any outstanding liabilities with the Business Office or Library.

Obtain a GRADUATION APPLICATION from the Records Office. Submit your completed application together with your signed program guide(s) by one of the application deadlines listed above. The Records Office will only accept applications that include a signed program guide. Students will receive graduation status reports within four weeks of submission.

Note: The graduation fee is no longer required.

Questions? Please refer to the Graduation Requirements in the Tunxis Catalog/Website or contact the Records Office at 860-255-3533.

Commencement is Scheduled
Friday, May 31, 2013 at 6:30 p.m. on campus.

Education That Works For a Lifetime

Tunxis Community College