



HOWARD COLLEGE/SWCID INTENT TO GRADUATE

Campus (check one): [ ] Big Spring [ ] Lamesa [ ] San Angelo [ ] SWCID

SEMESTER: \_\_\_\_\_ YEAR: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email address: \_\_\_\_\_

Phone (daytime): \_\_\_\_\_ Video Phone/Text (for deaf students): \_\_\_\_\_

Name for Diploma (print exactly as you wish your name to appear on your diploma):

Current or Permanent Address (this information is for records purposes only):

I have completed or in the final semester of completing requirements for the following degree/certificate:

- [ ] Certificate Level I in \_\_\_\_\_
[ ] Certificate Level II in \_\_\_\_\_
[ ] Associate of Arts [ ] Associate of Science
[ ] Associate of Applied Science in \_\_\_\_\_
[ ] Associate of Arts in Teaching Level: [ ] EC-Grade 6 [ ] 4-8 [ ] 8-12 [ ] EC-12 Special Education

Are you a member of (check): [ ] Phi Theta Kappa [ ] Future Business Leaders of America – Phi Beta Lambda

Do you plan to participate in graduation ceremonies in May? [ ] Yes [ ] No
[ ] San Angelo [ ] Big Spring [ ] SWCID

I release my Directory Information to be used in the graduation ceremony program. [ ] Yes [ ] No

Have you attended any other college(s)? [ ] Yes [ ] No
(If yes, an official copy of the transfer transcript must be on file before transfer hours can be officially applied toward the degree/certificate.)

Have you taken at least 16 semester hours at Howard College/SWCID? [ ] Yes [ ] No
(A minimum of 16 resident semester hours is required before earning a degree/certificate at HC/SWCID)

Have you ever or are you currently receiving a Federal Stafford Student Loan? [ ] Yes [ ] No
(If YES – you MUST complete an exit counseling session through the Financial Aid Office, before you will receive your diploma/certificate). You can accomplish this task online by going to: https://studentloans.gov and completing the questionnaire.

Are you planning to transfer to a four-year university or college? [ ] Yes [ ] No
If yes, would you like for Howard College/SWCID to send your final transcript to that four-year university or college?
[ ] Yes [ ] No

What is the name of the four-year university or college, you would like your final transcripts to be sent to?

I understand that if I have a hold/tag on my records from any department, my diploma will not be sent until the hold is cleared, which is my sole responsibility. Also, I verify that I have received a copy of the Terms of Transfer Credit form outlining my responsibility in transferring credit to HC for this degree/certificate.

Student Signature

Date

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**FOR OFFICE USE ONLY:**

Student ID# \_\_\_\_\_ Cum. GPA: \_\_\_\_\_ Holds: \_\_\_\_\_

Excel entry (date): \_\_\_\_\_ PG entry (date): \_\_\_\_\_ Possible Honor: \_\_\_\_\_

The following courses and/or requirements (in progress) must be met in order to graduate:

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Signature of Academic Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

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Degree/Certificate conferred: \_\_\_\_\_ Diploma/Certificate ordered: \_\_\_\_\_  
(date) (date)

Diploma/Certificate mailed: \_\_\_\_\_ Diploma/Certificate picked up: \_\_\_\_\_  
(date) by: \_\_\_\_\_

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Graduation Pending due to the following reason(s):

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Signature of Registrar office personnel \_\_\_\_\_ Date \_\_\_\_\_

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Student Loan Borrowers: Has the exit counseling been completed? \_\_\_ Y \_\_\_ N