

How to Submit an Application for Graduation

Go to Etreive > Forms and type **Application for Graduation** in the Forms search bar

At the top of the form you will select the Term and Year you are planning to Graduate

-If you are signed in to your account, the form should populate your First and Last Name and Address (You can change your address in the address field if you have a different address)

Date	Term Applying For	Year
<input type="text" value="08/27/2025"/>	<input type="text" value=""/>	<input type="text" value=""/>
Student ID	First Name	Last Name
<input type="text" value="0001234"/> <input type="button" value="Search"/>	<input type="text" value=""/>	<input type="text" value=""/>

Enter you name as you would like it to appear on your Diploma and Enter your phone number

Student Information

Legal Name	Phone Number
<input type="text" value="as it is to appear on your diploma - must match RCC records"/>	<input type="text" value=""/>

Enter your personal email

Personal Email

Update my student record with this address

☐ Yes ☐ No

You have the option to click Yes or No to update your student record with address. Selecting Yes ensures we will have your most current address.

Program Information

- Program Title & Code: List each program you are completing. Use the official title and code. If you start entering the name of your program a drop-down box will give you program options to choose from and their corresponding code
- Click “Add Row” to include multiple programs.
- Use “Remove Last” to delete the last entry.

Program Information

List the title of each program you are completing

Program Title

Code

Click and type here to filter...

Add Row

Remove Last

Additional Information

Are you currently taking courses needed to graduate at another college? ☐ Yes ☐ No

Are you a US Military Veteran? ☐ Yes ☐ No

Will you participate in the May graduation ceremony? ☐ Yes ☐ No

Will you pick up your diploma? ☐ Yes ☐ No

- Courses at Another College: Select “Yes” if you’re currently taking graduation-required courses elsewhere.
- Military Veteran: Indicate if you are a U.S. military veteran.
- Graduation Ceremony: Select “Yes” if you plan to participate in the May ceremony.
- If you select “Yes” a question will appear asking if you or any of your guests need special accommodations for the ceremony. If you select “Yes” the Accessibility Counselor will reach out to you closer to the ceremony for additional information.

Do you or your guests need any special accommodations for the ceremony? ☒ Yes ☐ No

List special accommodations below.

- Diploma Pickup: Choose “Yes” if you will pick up your diploma in person. Choose “No” if you would like your diploma mailed to the address provided.

Final Step

- Electronic Signature: Check the box to confirm that all information is accurate and that this