INSTRUCTIONS FOR EARLY/CONCURRENT ENROLLMENT GRADUATION CANDIDATES:

- Review your degree evaluation with an Academic Advisor to confirm completion of requirements. You may contact the Concurrent Enrollment Advisor that supports your high school; find them listed at: slcc.edu/concurrentenrollment/students/advisors.html

- To request evaluation of transfer credits and/or credits earned by exam (AP or Challenge or CLEP), please contact the Transfer Evaluation Office at (801) 957-4817.

- Complete the Graduation Application and pay the $25 fee:
  1. Pay in-person through Cashier Services.
  2. Pay with a credit/debit card by calling Cashier Services at (801) 957-4868 – obtain the payment confirmation number.
  3. Pay by personal check.

- All graduation applications must be received by the deadline posted on www.slcc.edu/graduation. You may submit the Graduation Application in-person to the Graduation Office at the Taylorsville Redwood Campus (AAB 335) or by email, fax or mail to:

  Graduation Office
  Salt Lake Community College
  P.O. Box 30808
  Salt Lake City, UT 84130
  E: graduation@slcc.edu
  F: (801)957-4961

The Graduation Office will review applications for graduation and contact students by Bruinmail. Students applying for the New Century Scholarship should continue to work closely with their college advisor and check for updates on the New Century Scholarship website: https://www.utahfutures.org/new-century-scholarship.

Diplomas are mailed 10 weeks following Summer graduation in August, barring any unforeseen circumstances. Diplomas will be mailed to the mailing address in our records. You are responsible for making any updates should they be necessary. To change or update your mailing address, please log into your MySLCC account and under the "Academics & Records" tab, under the "Academic Records" menu, click on "Change of Address, Phone, Email".

If you have not received your diploma 10 weeks after Summer graduation in August, check your unofficial transcript in your Student Portal to see if your degree was conferred. If your degree has been conferred, you should notify the Graduation Office that you have not received your diploma. If your degree was not conferred, please check with the Graduation Office. You should also check to see if you have any financial holds on your account. A diploma will not be sent if you have a hold on your record.

Eligible graduates will receive information about the May Commencement ceremony via email. This will include information about caps & gowns and instructions for attending the ceremony.
CONCURRENT/EARLY ENROLLMENT
APPLICATION FOR GRADUATION

Please use black or dark blue ink & print clearly

Student Number

^Name

Street

City State Zip

Phone ( )

^2BruinMail Address

Check one box for the program you are graduating in:

☐ AS Degree in General Studies (61 credits)
☐ Certificate of Completion in General Education (34 credits)
☐ Other (please specify) _____________________________

Anticipated Class Schedule and Incoming Transfer/Test Credits

<table>
<thead>
<tr>
<th>Course or Test Name</th>
<th>Number of Credits</th>
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<th>Taken at SLCC?</th>
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• Additional courses can be added to a separate sheet and attached to application

- Any changes in the above listed information must be reported to the Graduation Office. Contact us at (801) 957-4035 or Graduation@slcc.edu
- For important dates and deadlines, visit our website slcc.edu/graduation
- Failure to successfully complete course requirements or report changes in the above information may result in denied Application for Graduation.
- 1. Current student name on Salt Lake Community College Official Transcript will be printed on the diploma. 
   To change your student name, please email your Student Number and documentation of your name change to Records@slcc.edu
- 2. BruinMail email is considered the official channel for communication between the College and students.
- 3. A separate application is required for each Certificate, AS, AA, AAS, or APE degree.