



## HOW TO APPLY TO GRADUATE

1. To complete and submit the Online Graduation Application go to [www.nnmc.edu](http://www.nnmc.edu) and:

- click “MYNNMC”
- click “Login to BANNER SYSTEM”
- log-in
- click Student and Financial Aid
- click Student Records
- click and open the Graduation Application

If you are not able to select the correct degree from the drop-down menu, either submit a Change of Major form to the Registrar’s Office or contact the Office of the Registrar at [registrar@nnmc.edu](mailto:registrar@nnmc.edu)

2. Be sure to read all of the instructions and hit “submit” when you have completed the application. On the payment screen, be sure to select as the charge term the term in which you intend to graduate.
3. From the last screen of the Online Graduation Application
  - Using the link provided, fill out the Graduation Application
4. For the Graduation Application:
  - **Get the required signatures**, starting with your academic advisor, and your program chairperson
  - **The program chairperson will submit the form to the office of the registrar**
  - Your degree works audit will be used for verification of degree completion

For Graduation Application deadlines, check the latest version of the Academic Calendar in the Course Schedule for the term in which you plan to graduate.



# GRADUATION APPLICATION

After you have submitted your online Graduation Application, submit this form to your academic department.

STUDENT NAME - *Must match name in Banner\**

EAGLE ID NUMBER

SEMESTER CERT./DEGREE TO BE COMPLETED

CERTIFICATE/DEGREE SOUGHT

EMAIL - *Your NNMCC email*

PHONE - *Include area code*

MAILING ADDRESS

CITY STATE ZIP

\* If you want a name on your diploma that is different from the name in your Banner academic records, fill out a **Name Change Form** from the Office of Admissions with the appropriate documentation.

### SIGNATURES & DOCUMENTATION

Obtain the signature below from your academic department:

1. \_\_\_\_\_  
PROGRAM ADVISOR

2. \_\_\_\_\_  
PROGRAM CHAIRPERSON/DEAN

**My signature certifies that this applicant has met all curricular requirements for this program and/or is currently enrolled in those courses needed to complete the program as verified through the Degree Works audit. Audits do not need to be attached. The Registrar's Office will verify degree completion through Degree Works.**

### REGISTRAR'S CERTIFICATION OF COMPLETION

REGISTRAR SIGNATURE

DATE

CUMULATIVE GPA AT END OF LAST TERM \_\_\_\_\_

HONORS \_\_\_\_\_

### DIPLOMA APPLICATION FEE

If you have received a degree from Northern New Mexico College within the last 5 years, you are not required to pay the \$100 graduation application fee. The first application fee paid is good for 5 years for all degrees awarded at NNMCC. If you were awarded a degree at NNMCC beyond the 5 year period, you will be required to pay the \$100 application fee.  
PER NNMCC BOARD OF REGENTS APPROVAL NOVEMBER 2016.