

Northeast Texas Community College
Graduation Information

Friday, August 16, 2019
Whatley Center for the Performing Arts
7:00 p.m.

This information is outlined to assist you in preparation for graduation. Please keep this sheet for instruction and reference purposes until after graduation.

The following steps should be completed before graduation:

1. All degree or certificate requirements listed in the College catalog must be completed by the end of the summer term.
2. Official transcripts from all other colleges and universities attended should be on file in the Admissions Office. Any course substitutions must be completed by appropriate faculty and returned to the Registrar's Office.
3. Students should contact the College Store for information regarding announcements and caps/gowns. See the 'Additional Information' section below for more details.
4. **All financial obligations to the College must be paid PRIOR to graduation, and any additional HOLDS must be removed by the appropriate office.**

The **deadline for August graduation applications** is Thursday, June 27, 2019. **Late applications** will be accepted until August 2, *no exceptions*.

Additional Information:

There is NO charge for the cap or gown.

Cleared students may pick up caps and gowns (which are free of charge) in the College Store beginning July 15 for August graduation. Check with the Northeast College Store (903-434-8150) for more information.

Decoration of the cap guidelines: We would ask that you be respectful of the solemn nature of the ceremony when choosing decorations for your cap. The only restrictions are that the decoration not seriously alter the profile or size of the mortarboard, and offensive or provocative language is strictly prohibited.

Formal printed announcements can be ordered from the College Store for an additional charge. The deadline to order formal announcements is Friday, July 5.

All diplomas will be available for pickup in the Student Union Building (SUB) immediately after the commencement ceremony has concluded. Graduates not attending the ceremony may have their diploma mailed at a cost of \$10.00 (USPS Express Delivery) payable by check or credit/debit card. If paying by check, please include your Driver's License #. Call the Business Office (903-434-8100) to pay by card. You may also pick up your diploma at no additional cost in the Registrar's Office during office hours with a photo ID any time after Monday, August 19.

Congratulations to you upon attaining this milestone in your education! We are proud of you and hope Northeast will always have a special place in your life for years to come.