

Graduation Checklist

From the Records Office

For Degree and Certificate Candidates



Tunxis Community College offers two graduation dates (Spring and Fall). Graduation dates pertain to the date students will have met all program requirements for their degree/certificate. Please note - Commencement for both dates is in the Spring.



Prior to seeing your Advisor, print a copy of your DegreeWorks audit from myCommNet.

- Verify that you are enrolled in the correct major(s); if not, complete and submit a *Change of Program* form to the Records Office;
- Verify that all applicable transfer credits have been accepted and are on your Tunxis transcript. If not, contact Admissions at 860-773-1490.



Schedule an APPOINTMENT with your Advisor or Counselor. Be sure to bring your DegreeWorks audit. Together you and your Advisor will confirm your eligibility to graduate. Your DegreeWorks audit must then be signed by you and your Advisor/Counselor.



Make certain you have met all your FINANCIAL OBLIGATIONS. This includes any outstanding liabilities with the Business Office or Library.



Obtain and fill out a GRADUATION APPLICATION from the Records Office at the beginning of your final semester (it is not necessary to wait until your final semester is over). Submit your completed application together with your DegreeWorks audit by the application deadline. The Records Office will only accept applications and DegreeWorks audits that are completed and signed. Students will receive a graduation status report within four weeks of submission. No graduation fee is required.

Questions?

Please refer to the Graduation Requirements in the Tunxis Catalog/Website:

<http://www.tunxis.edu/college-information/graduation/>

or ask at the Records Office, tx-records@tunxis.edu or 860-773-1441.



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