

**Admissions & Records Office
EARLY GRADUATION APPLICATION
FOR PRIORITY REGISTRATION APPOINTMENT**



APPLICATION PERIODS: (Application MUST be received by deadline date in order to qualify—no exceptions)
Spring Graduation—August 1-September 15 for early appointment for Spring
Summer Graduation—January 15-February 28 for early appointment for Summer
Fall Graduation—March 1-April 15 for early appointment for Fall

In order to give students who are close to graduation an advantage in registering for the remaining classes needed in their last semester, students may apply for an early registration appointment by submitting an early application to graduate in the semester before their planned graduation date.

Criteria to qualify for the early registration option:

1. Currently enrolled in a minimum of 12 units in the district for an AA/AS or 3 units for a certificate of achievement
2. Have completed 30 units in the district or at a regionally accredited institution for AA/AS or 9 units for a Certificate prior to the submission date of the application
3. Must currently have a 2.0 GPA
4. If you have attended other institutions, the official transcripts must be on file at the time of submission
5. No late applications will be accepted
6. The early registration appointment can only be utilized one time per student

Name (Please Print): _____ Student ID: _____
Last Name First Name Middle

Address to which diploma or certificate should be mailed: _____

Email Address: _____@insite.4cd.edu Day Phone: (_____) _____
(All communications will go through your InSite email)

Graduating at the end of: Summer Fall Spring Year: _____ Catalog Year: _____

Applying for (circle degree and list major): AA/AS/CA 1st Major: _____

AA/AS/CA 2nd Major: _____ AA/AS/CA 3rd Major: _____

**CSU Transfer AA/AS path **IGETC Transfer Path: CSU or UC
**If you are using the transfer path, a copy of your acceptance letter must be submitted in order to post your degree.

Other colleges attended: _____

I authorize my name and honors to be published in the Commencement Program Yes No

Print your name exactly as it is to be shown on your diploma or certificate: Please Print Legibly

First Middle Last

I am applying for graduation a semester early and I would like to use my one-time priority registration appointment. I understand I am able to utilize my graduation priority registration appointment only once. If I pursue another degree or certificate, I will not receive an additional early registration appointment at any college in the Contra Costa Community College District.

Signature: _____ Date: _____

Counter Staff Use Only:

Current Enrolled Units	Completed 30 Units	Current GPA	Official Transcripts on File
Operator Initials	Date Received	Appointment Date	

Evaluator Use Only:

Tot Units	Cum GPA	Honors	12 units	Approved	Pending	Denied	Evaluator	Date