

**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)**  
**Summer Graduation—January 15-February 28 for early appointment for Summer**  
**Fall Graduation—March 1-April 15 for early appointment for Fall**  
**Spring Graduation—August 1-September 15 for early appointment for Spring**

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 AAT/AST/AA/AS or 3 units for a CA
2. Have completed 30 units in the district or at a regionally accredited institution for AAT/AST/AA/AS or 9 units for a CA 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): AAT/AST/AA/AS/CA 1<sup>st</sup> Major: \_\_\_\_\_

AAT/AST/AA/AS/CA 2<sup>nd</sup> Major: \_\_\_\_\_

AAT/AST/AA/AS/CA 3<sup>rd</sup> Major: \_\_\_\_\_

\*\*CSU Transfer AA/AS path  \*\*IGETC Transfer Path: CSU  or UC

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