February 10, 2015

Dear Student

The mandatory graduation application is now available. Spring and Summer 2015 graduates must apply on or before **Tuesday, March 31st, 2015 at 5pm.** Applications must be submitted to the Registrar’s Office and incomplete applications will not be accepted. ALL students must apply for graduation even if you decided not to participate in the commencement ceremony.

Below you will find detailed instructions to complete this process and order your Graduation Regalia. Please contact the Registrar’s Office if you have any questions by calling 252-493-7232 or visit the Registrar’s Office located in the Goess Student Center. Distance Learners that are unable to come to campus, should contact their advisor for assistance in completing this application. Graduation applications will not be accepted without an advisors signature and program evaluation attached.

**Step 1:** Print the graduation application online and visit myPITTCC to print your program evaluation. The graduation application and directions to print your program evaluation can be found on our graduation webpage: [http://www.pittcc.edu/experience-pcc/student-services/graduation/index.html](http://www.pittcc.edu/experience-pcc/student-services/graduation/index.html). Schedule a meeting with your academic advisor to review this material and sign off on your graduation application.

**Step 2:** Submit your completed graduation application and program evaluation to the Registrar’s on or before Tuesday, March 31st, 2015. Advisors can submit completed applications on behalf of distance learners only.

**Step 3:** Order your cap and gown bundle. The Registrar’s Office will give you instructions to order Graduation Regalia (cap and gown bundle) online February 1st - March 31st, 2015. The graduation fee of $35.00 will be due in April when you pick up your regalia.

**Step 4:** Pay the graduation fee and pick up your Graduation Regalia at the PCC Bookstore, April 9th – 10th, 2015. Please note that the Bookstore will be relocating to the Goess Student Center in March of 2015. Payment of $35.00 is due at the time of pickup (This amount includes tax.).

**Step 5:** Attend Commencement on May 13th, 2015. Your diploma will be mailed to the address on file 4-6 weeks after the commencement ceremony. Students cannot pick up diplomas on campus. Graduation tickets will be required this year. Each graduate will receive 10 tickets with the cap and gown bundle.

Sincerely,

Angela Cline
Registrar