Are you graduating at the end of Fall semester?

If so, follow the graduation checklist below. **The following tasks must be completed to be eligible to participate in the Fall graduation ceremony.** **Apply early to insure that you will receive all of the graduation ceremony information.**

- ❑ Meet with your advisor or counselor to go over award requirements and to discuss whether you are eligible to graduate Fall semester.

- ❑ Complete an Application for Award Form for each degree, diploma, or certificate you are applying for and have your advisor or counselor sign it after discussing the requirements for graduation.

- ❑ Submit your Application for Award form and $20 Application for Award Processing Fee to the Registration Office before November 13.

- ❑ Complete all course transfers. All course transfers must be transcripted before November 13. If you are transferring courses from another college or transferring an articulated course, you should confirm that your transfers have been completed by printing a DARS Audit. Any questions, contact Carmella Gaynor, Transfer Specialist at (952) 995-1455.

- ❑ Complete all course test-outs if you are planning to test out of a class. All test-outs must be scheduled and completed before November 13.

- ❑ Update your mailing address. Go to www.hennepintech.edu and select "Update Address" under Online Services.

- ❑ Watch your mail for a response from the Registrar on your graduation status.

- ❑ Order your cap and gown online before November 13.

- ❑ Pickup your cap and gown package (cap, gown, tassel, announcements) at the campus you chose for pickup when ordering on:
  Tuesday, December 1 10 a.m. to 6 p.m.

- ❑ Attend the graduation ceremony on Thursday, December 17 at Eden Prairie Campus. Ceremony details will be included in your cap and gown package. Refer to the HTC website for ceremony times.