



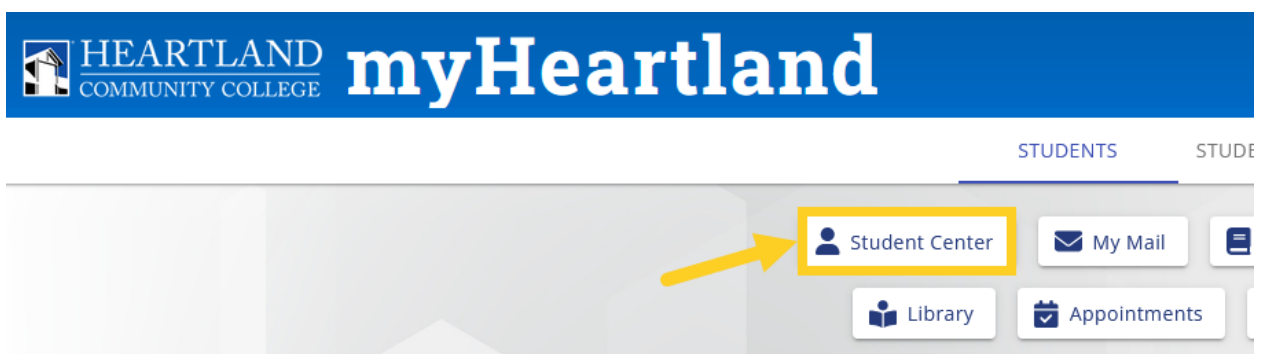
Apply for Graduation

Do not forget to submit your **Application for Graduation**. It must be submitted before a degree or certificate is awarded.

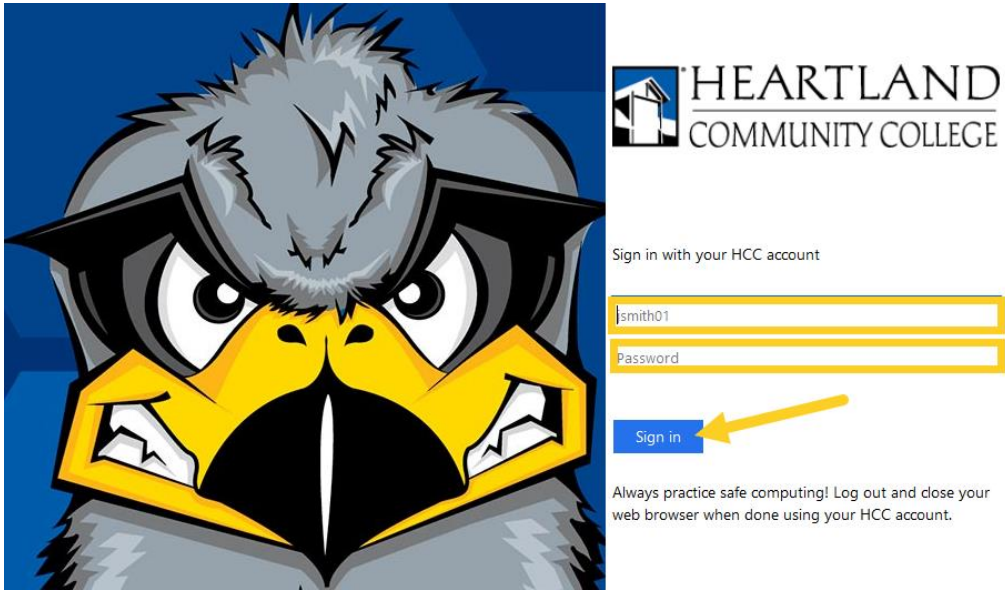
Heartland Community College confers degrees and certificates at the end of each semester. You **MUST** submit a graduation application, *regardless of whether you intend to participate in the commencement ceremony*.

The graduation application is accessed through your **Student Center** (follow steps outlined below). **A separate application must be submitted for each degree or certificate**. Questions regarding the application should be directed to the [Records Office](#).

1. Go to the [my Heartland](#) page
2. Click the **Student Center** button



3. Enter your login name and password



The login page features a large owl mascot on the left. On the right, the Heartland Community College logo is at the top. Below it, the text "Sign in with your HCC account" is followed by two input fields: "jsmith01" in the first and "Password" in the second. A blue "Sign in" button is below the fields, with a yellow arrow pointing to it. At the bottom, a safety notice reads: "Always practice safe computing! Log out and close your web browser when done using your HCC account."

HEARTLAND
COMMUNITY COLLEGE

Sign in with your HCC account

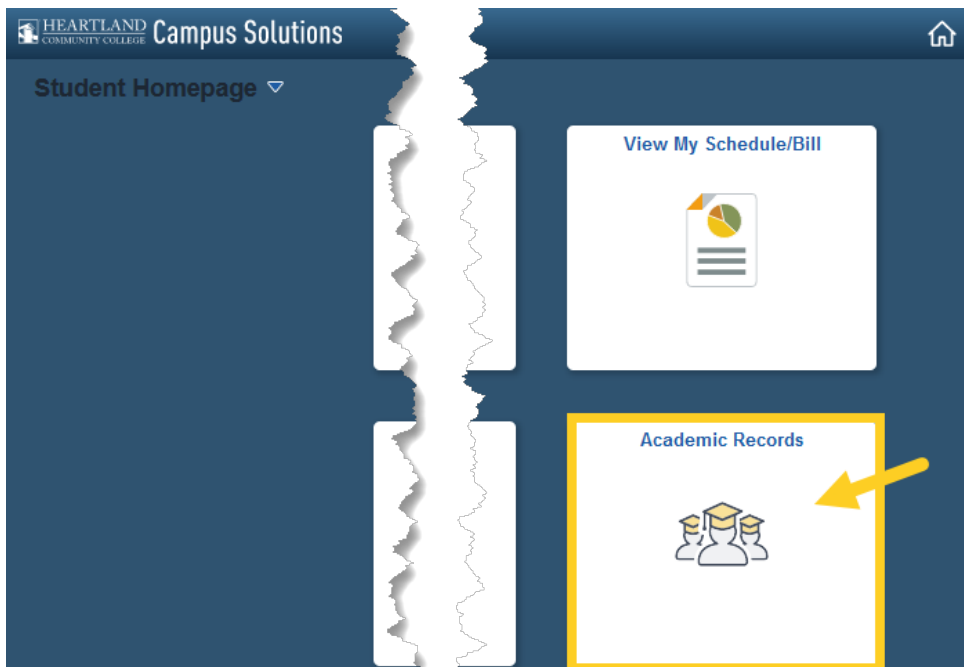
jsmith01

Password

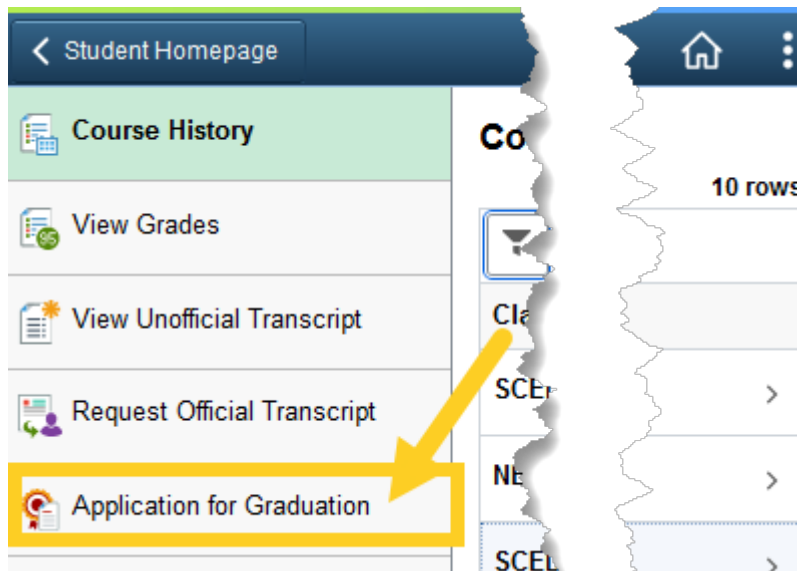
Sign in

Always practice safe computing! Log out and close your web browser when done using your HCC account.

4. Click the **Academic Records** tile

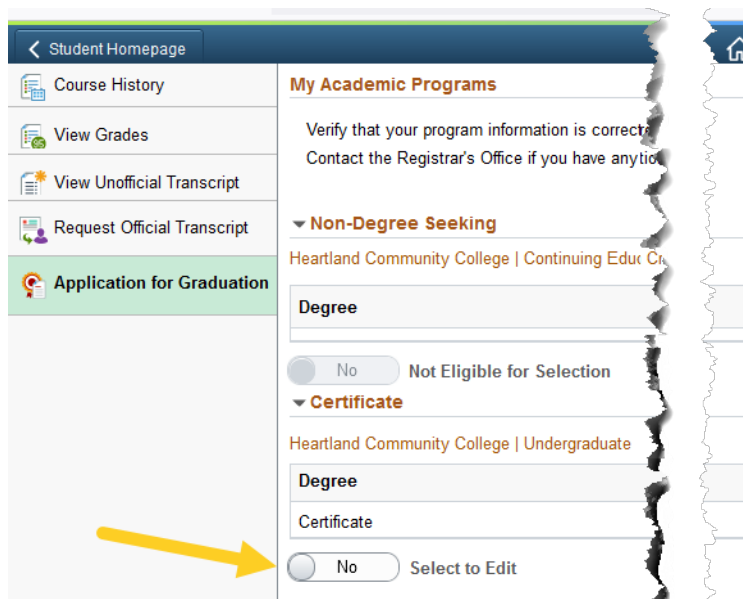


5. Click **Application for Graduation**



6. Find the correct degree and toggle the 'No' to Yes.

- a) Verify your program information is correct before selecting and starting your graduation application.



- b) If the 'No' slider is greyed out, it indicates one of the following reasons why you cannot choose this degree

Toggle	Status	Meaning	Action
Not Eligible for Selection	Not Eligible	This program does not award degrees.	Contact Records with questions at 309-268-8071
Not Eligible for Selection	Needs to Finish Pending Work	You are on track to graduate!	Complete the Commencement Participation Questionnaire
Not Eligible for Selection	Eligible for Graduation	You are on track to graduate!	Complete the Commencement Participation Questionnaire
Not Eligible for Selection	Program in Review	You are missing a graduation requirement.	Contact Advising at 309-268-8033

7. Select Edit

▼ **Certificate**

Heartland Community College | Undergraduate

Degree
Certificate

Yes ☐ Select to Edit

 **Edit**

8. Step1. Select your graduation term and click Next

- There may only be one term available in which the form will auto select.
- Choose the term you will be completing your degree requirements, even if you intend to participate in the commencement ceremony prior to that term.
- If you select the incorrect term, please contact the [Records office](#).

✕ Exit
Application for Graduation

Next >


1 Graduation Term
Visited

2 Diploma / Degree Name
Not Started

3 Address
Not Started

4 Contact Details
Not Started

5 Additional Information
Not Started

6 Submit
Not Started

Step 1 of 6: Graduation Term

Selected Graduation Term for [Heartland Community College | Undergraduate](#)

Certificate

***Expected Graduation Term** Spring 2024

Congratulations in nearing the completion of your program. You will receive an email to your HCC account regarding your application for graduation. To determine if you are on track to graduate, you are encouraged to run your own academic progress report in your Student Center. Also, please check your HCC e-mail during the semester for any information pertaining to the commencement ceremony. If you intend to enroll in courses beyond your graduation semester, you MUST file a new admission application.

The expected graduation term list includes all terms that are currently available for graduation applications.

9. Step 2. Choose your Diploma/Degree Name and click Next
- a) If you desire a different name listed than your Primary name, you can add a Degree Name. This is the name that will be printed on your diploma. Please follow Heartland Community College's [Preferred Name policy](#) when adding a degree name.

Application for Graduation

Step 2 of 6: Diploma / Degree Name

Please select yes below if you would like your primary name displayed on your diploma, click the plus button to add a degree name.

If you do not specify a degree name, your primary name will be used.

Students must follow the standards outlined in the [Heartland Community College Preferred Name Policy](https://www.heartland.edu/records/Update_Student_Records_Policy).

Names

Select	Name Type
☐ No	Primary
☒ Yes	Degree

Navigation: < Previous | **Next** >

10. Step 3. Ensure your mailing address is correct and click Next.
- Mailing Address should be auto selected
 - If an address change is needed, you can update your mailing address on your profile tile after completing your application for graduation.

✕ Exit

Application for Graduat

⋮

< Previous

Next >

1 Graduation Term
Visited

2 Diploma / Degree Name
Visited

3 Address
Visited

4 Contact Details
Not Started

5 Additional Information
Not Started

6 Submit
Not Started

Step 3 of 6: Address

Your mailing address will be used for all mailing related to u need to update your mailing address, please contact the records office at (309) 268-80`

Diplomas are mailed 4-6 weeks after the semester has coi

Addresses

Select	Address Type
☒ Yes	Mailing
☐ No	Permanent

11. Step 4. Email Address confirmation and click Next

- a) All emails will be sent to your HCC email address, which should automatically be checked as preferred.

Application for Graduation

1 Graduation Term Visited

2 Diploma / Degree Name Visited

3 Address Visited

4 Contact Details Visited

5 Additional Information Not Started

6 Submit Not Started

Step 4 of 6: Contact Details

Your current HCC email is listed below. All email related to your HCC email address on file may be listed. You may be contacted by the HCC Student Alumni Association.

Email

Select	Type
☐	Employee Exchange Email Account
☐	Student Google Email Account
☐	Other

Preferred

☒

12. Step 5. Indicate if you are attending Commencement and click Accept and Next

- a) Changes to this answer can be made by emailing Commencement@heartland.edu.

Application for Graduation

< Previous Next >

1 Graduation Term Visited

2 Diploma / Degree Name Visited

3 Address Visited

4 Contact Details Visited

5 Additional Information Complete

6 Submit Not Started

Step 5 of 6: Additional Information

a Plan to Attend Commencement Yes

b Accept

13. Step 6. Submit your application.

a) Questions or changes to your degree can be sent to records@heartland.edu.

× Exit

Application for Graduation

⋮

← Previous

Submit

1 Graduation Term
Visited

2 Diploma / Degree Name
Visited

3 Address
Visited

4 Contact Details
Visited

5 Additional Information
Complete

6 Submit
Visited

Step 6 of 6: Submit

Your Application for Graduation is ready. After submitting, the Records office will run a degree progress check to let you know the results of the degree progress check. If you indicated you would like to participate in the Commencement participation form on your task tile in the student center.

Submit to complete the process.

If you have changes to your degree information, please contact the Record's Office at (309) 268-8071