

# How to Apply for Graduation

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OFFICE OF THE REGISTRAR



# Log into MyNCC/Student Portal.

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NASSAU COMMUNITY COLLEGE

**Login Below For Access To The MyNCC System**

Please enter below your NCC-ID or your SSN and your 6 Digit Personal Identification Number (PIN).

If you forgot your PIN, enter your NCC-ID or your SSN and then click the "Forgot PIN?" button.

If you never established a PIN, [Click Here](#) for special instructions.

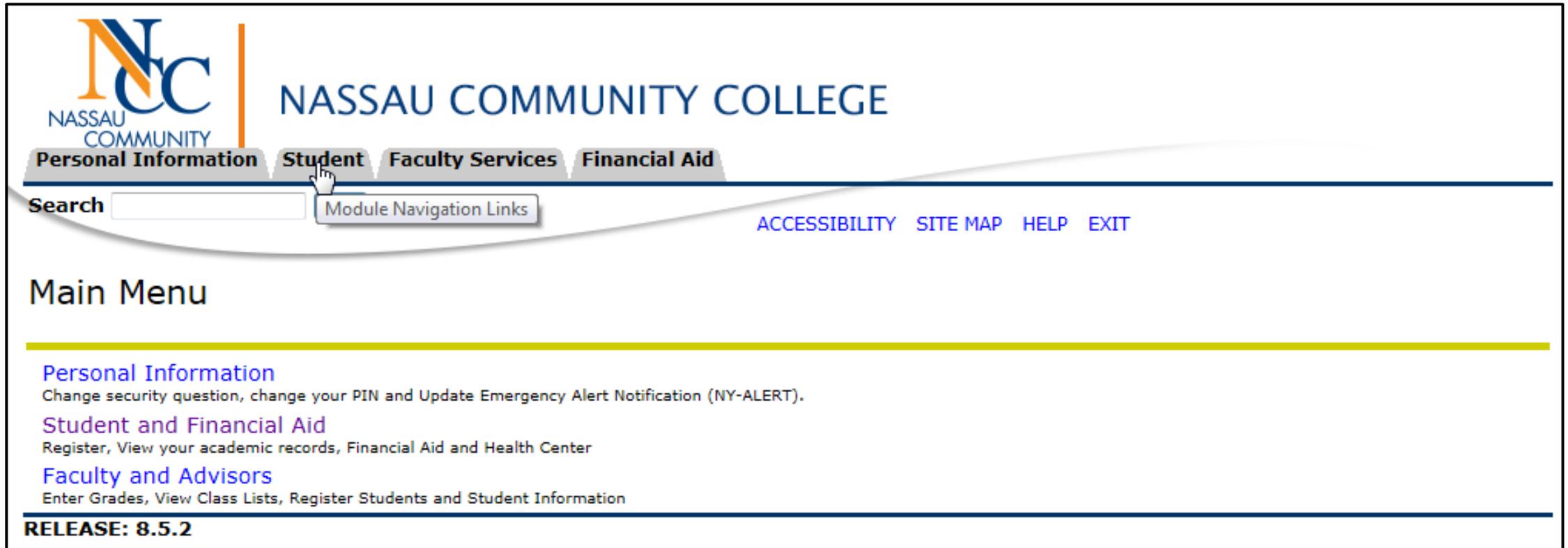
**Don't Forget:** To protect your privacy, please Exit MyNCC and close your browser when you are finished.

**Class Schedules**

User ID:

PIN:

# From the Student Tab, Select Student and Financial Aid .



The screenshot shows the top navigation bar of the Nassau Community College website. The logo on the left consists of the letters 'NCC' in blue and orange, with 'NASSAU COMMUNITY' written below it. To the right of the logo is the text 'NASSAU COMMUNITY COLLEGE'. Below this, there is a horizontal menu with four tabs: 'Personal Information', 'Student', 'Faculty Services', and 'Financial Aid'. The 'Student' tab is highlighted with a mouse cursor. Below the menu is a search bar with the label 'Search' and a 'Module Navigation Links' button. To the right of the search bar are links for 'ACCESSIBILITY', 'SITE MAP', 'HELP', and 'EXIT'. Below the navigation bar is a 'Main Menu' section with a yellow horizontal line. It contains three items: 'Personal Information' (with a description: 'Change security question, change your PIN and Update Emergency Alert Notification (NY-ALERT)'), 'Student and Financial Aid' (with a description: 'Register, View your academic records, Financial Aid and Health Center'), and 'Faculty and Advisors' (with a description: 'Enter Grades, View Class Lists, Register Students and Student Information'). At the bottom left of the page is the text 'RELEASE: 8.5.2'.

**NCC**  
NASSAU  
COMMUNITY

NASSAU COMMUNITY COLLEGE

Personal Information Student Faculty Services Financial Aid

Search  Module Navigation Links

[ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Main Menu

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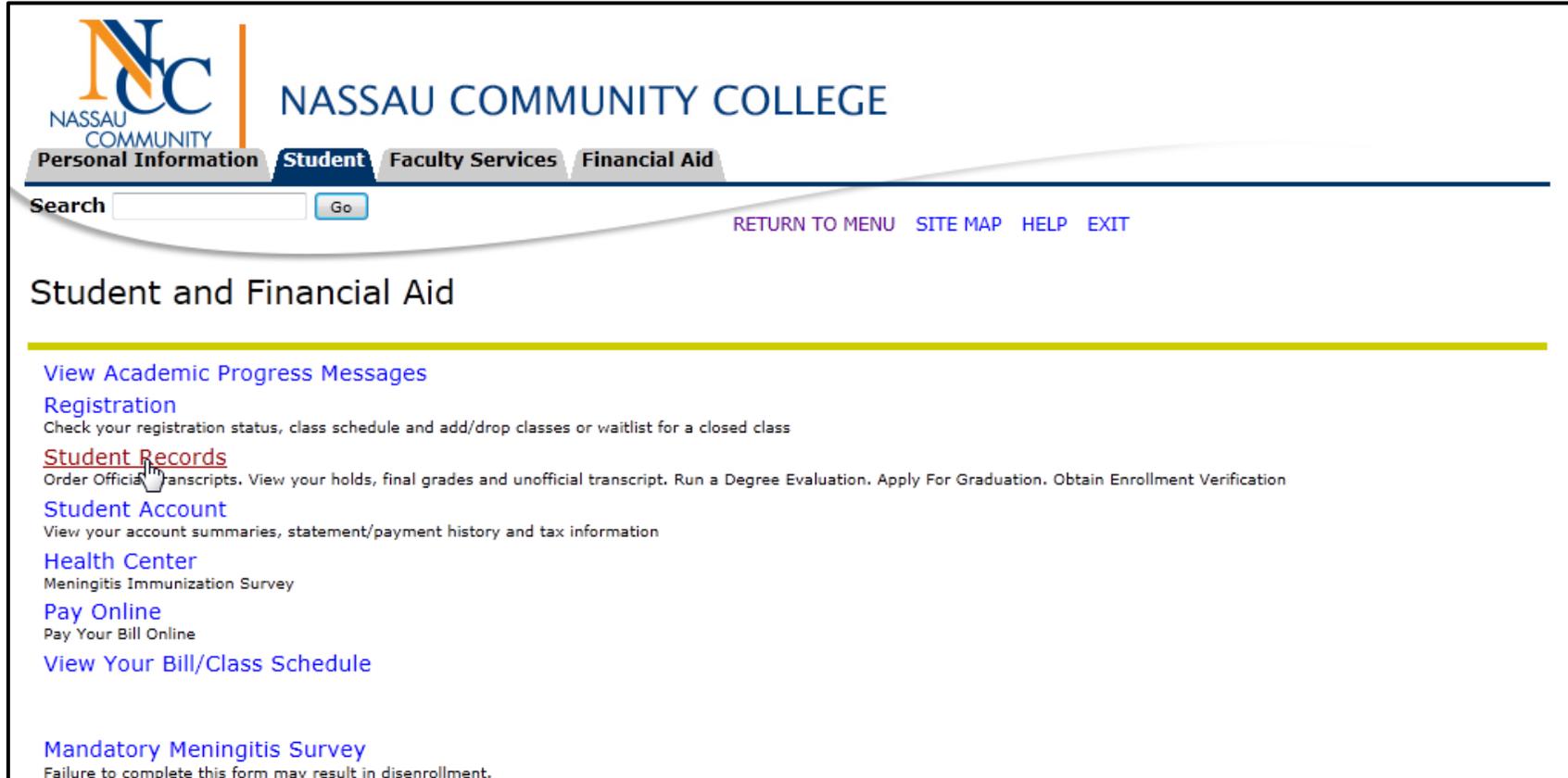
**Personal Information**  
Change security question, change your PIN and Update Emergency Alert Notification (NY-ALERT).

**Student and Financial Aid**  
Register, View your academic records, Financial Aid and Health Center

**Faculty and Advisors**  
Enter Grades, View Class Lists, Register Students and Student Information

**RELEASE: 8.5.2**

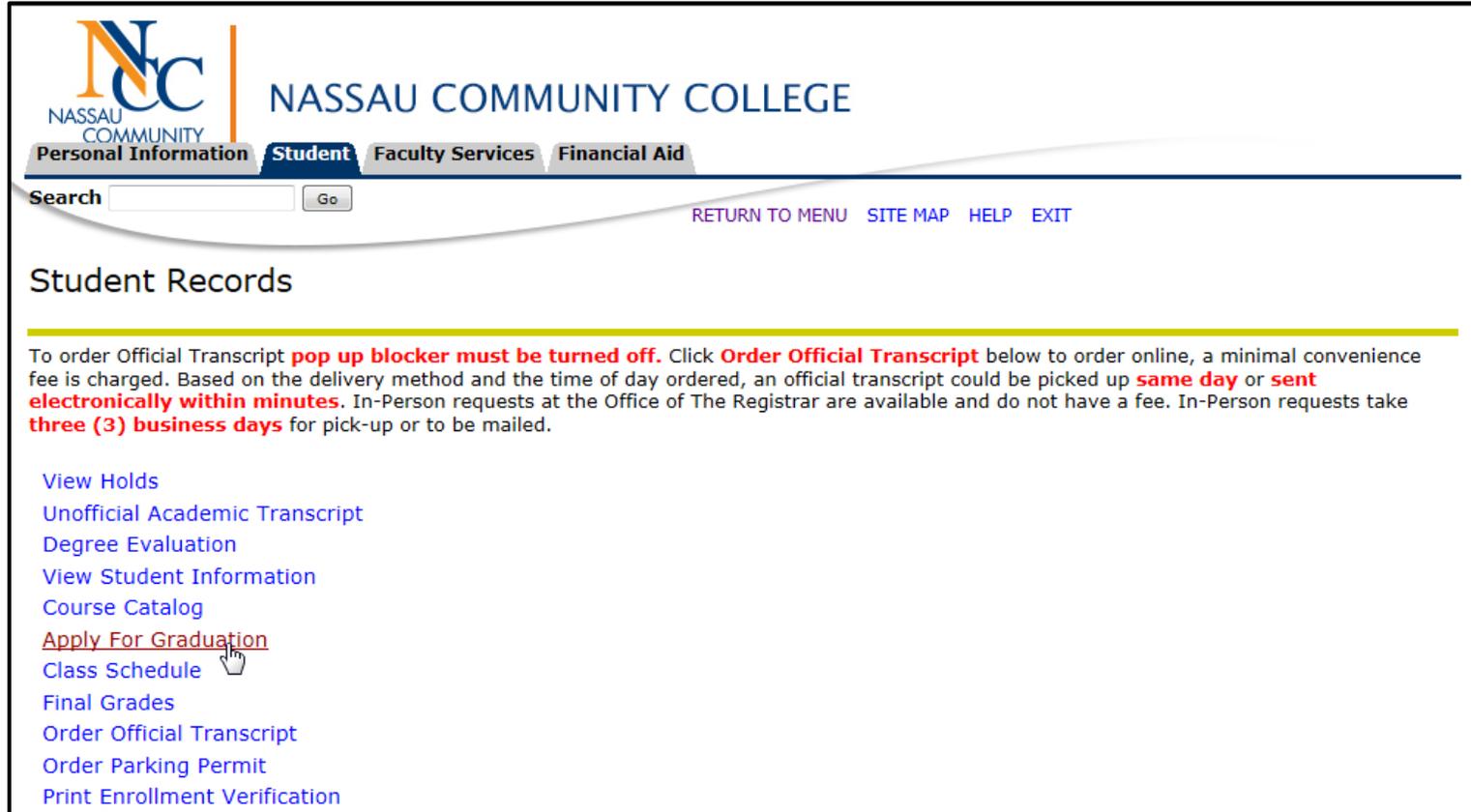
# Select Student Records.



The screenshot shows the Nassau Community College website. At the top left is the NCC logo with the text "NASSAU COMMUNITY COLLEGE". To the right of the logo is a navigation menu with four items: "Personal Information", "Student", "Faculty Services", and "Financial Aid". The "Student" item is highlighted with a blue background. Below the navigation menu is a search bar with the text "Search" and a "Go" button. To the right of the search bar are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". Below the search bar is a yellow horizontal line. Underneath the line, there are several links and their descriptions:

- [View Academic Progress Messages](#)
- [Registration](#)  
Check your registration status, class schedule and add/drop classes or waitlist for a closed class
- [Student Records](#)  
Order Official Transcripts. View your holds, final grades and unofficial transcript. Run a Degree Evaluation. Apply For Graduation. Obtain Enrollment Verification
- [Student Account](#)  
View your account summaries, statement/payment history and tax information
- [Health Center](#)  
Meningitis Immunization Survey
- [Pay Online](#)  
Pay Your Bill Online
- [View Your Bill/Class Schedule](#)
- [Mandatory Meningitis Survey](#)  
Failure to complete this form may result in disenrollment.

# Select Apply for Graduation.



The screenshot shows the Nassau Community College website. At the top left is the NCC logo with the text "NASSAU COMMUNITY COLLEGE". To the right of the logo is the text "NASSAU COMMUNITY COLLEGE". Below the logo and text is a navigation menu with four items: "Personal Information", "Student", "Faculty Services", and "Financial Aid". The "Student" item is highlighted. Below the navigation menu is a search bar with the text "Search" and a "Go" button. To the right of the search bar are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". Below the search bar is the heading "Student Records". A yellow horizontal line is below the heading. Below the line is a paragraph of text: "To order Official Transcript **pop up blocker must be turned off**. Click **Order Official Transcript** below to order online, a minimal convenience fee is charged. Based on the delivery method and the time of day ordered, an official transcript could be picked up **same day** or **sent electronically within minutes**. In-Person requests at the Office of The Registrar are available and do not have a fee. In-Person requests take **three (3) business days** for pick-up or to be mailed." Below the paragraph is a list of links: "View Holds", "Unofficial Academic Transcript", "Degree Evaluation", "View Student Information", "Course Catalog", "Apply For Graduation", "Class Schedule", "Final Grades", "Order Official Transcript", "Order Parking Permit", and "Print Enrollment Verification". A mouse cursor is pointing at the "Apply For Graduation" link.

**NCC** | NASSAU COMMUNITY COLLEGE

Personal Information **Student** Faculty Services Financial Aid

Search  Go

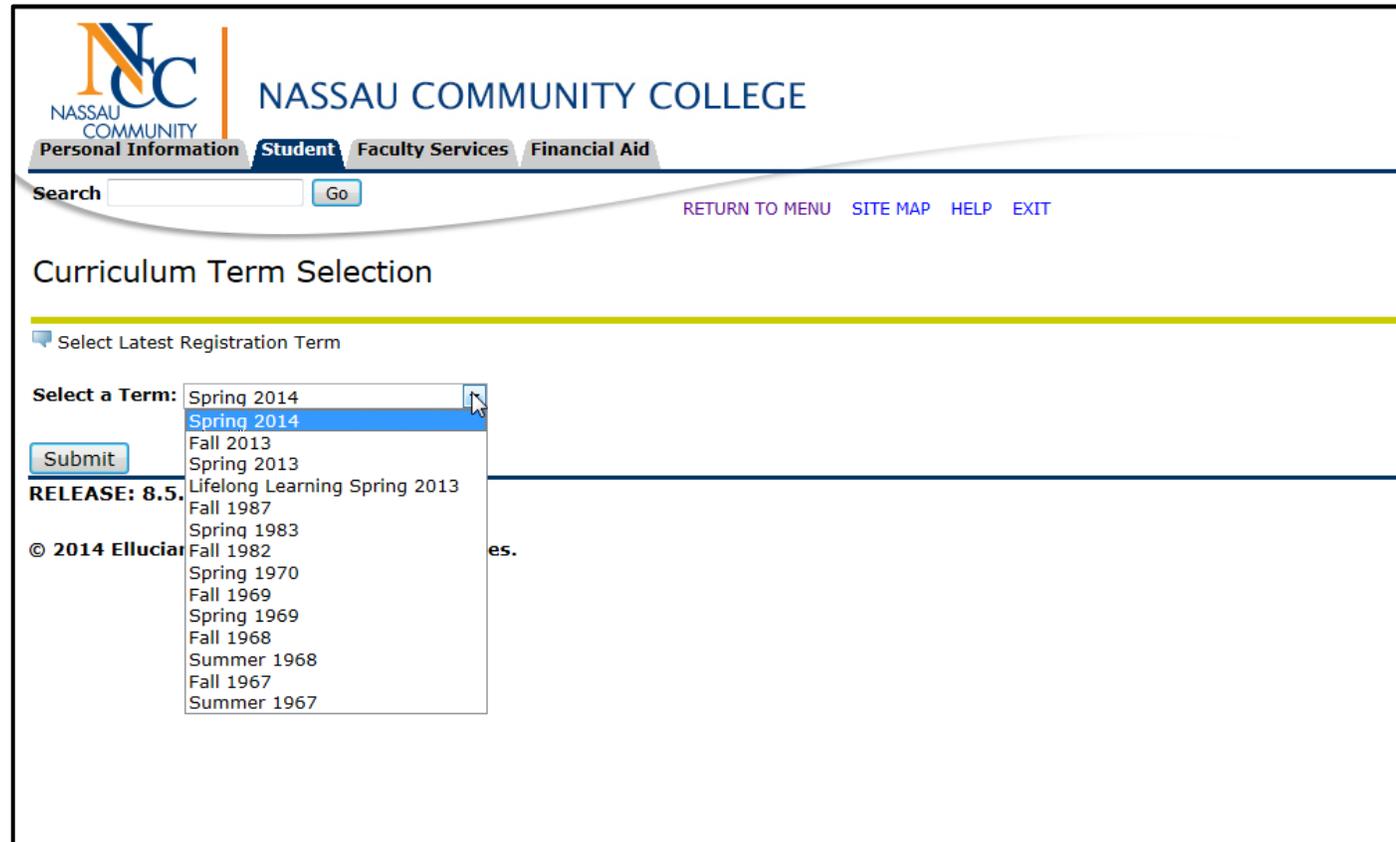
[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Student Records

To order Official Transcript **pop up blocker must be turned off**. Click **Order Official Transcript** below to order online, a minimal convenience fee is charged. Based on the delivery method and the time of day ordered, an official transcript could be picked up **same day** or **sent electronically within minutes**. In-Person requests at the Office of The Registrar are available and do not have a fee. In-Person requests take **three (3) business days** for pick-up or to be mailed.

- [View Holds](#)
- [Unofficial Academic Transcript](#)
- [Degree Evaluation](#)
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- [Course Catalog](#)
- [Apply For Graduation](#)
- [Class Schedule](#)
- [Final Grades](#)
- [Order Official Transcript](#)
- [Order Parking Permit](#)
- [Print Enrollment Verification](#)

# Select the Latest Registration Term.



**NCC** | NASSAU COMMUNITY COLLEGE  
NASSAU COMMUNITY COLLEGE

[Personal Information](#) [Student](#) [Faculty Services](#) [Financial Aid](#)

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Curriculum Term Selection

Select Latest Registration Term

Select a Term:

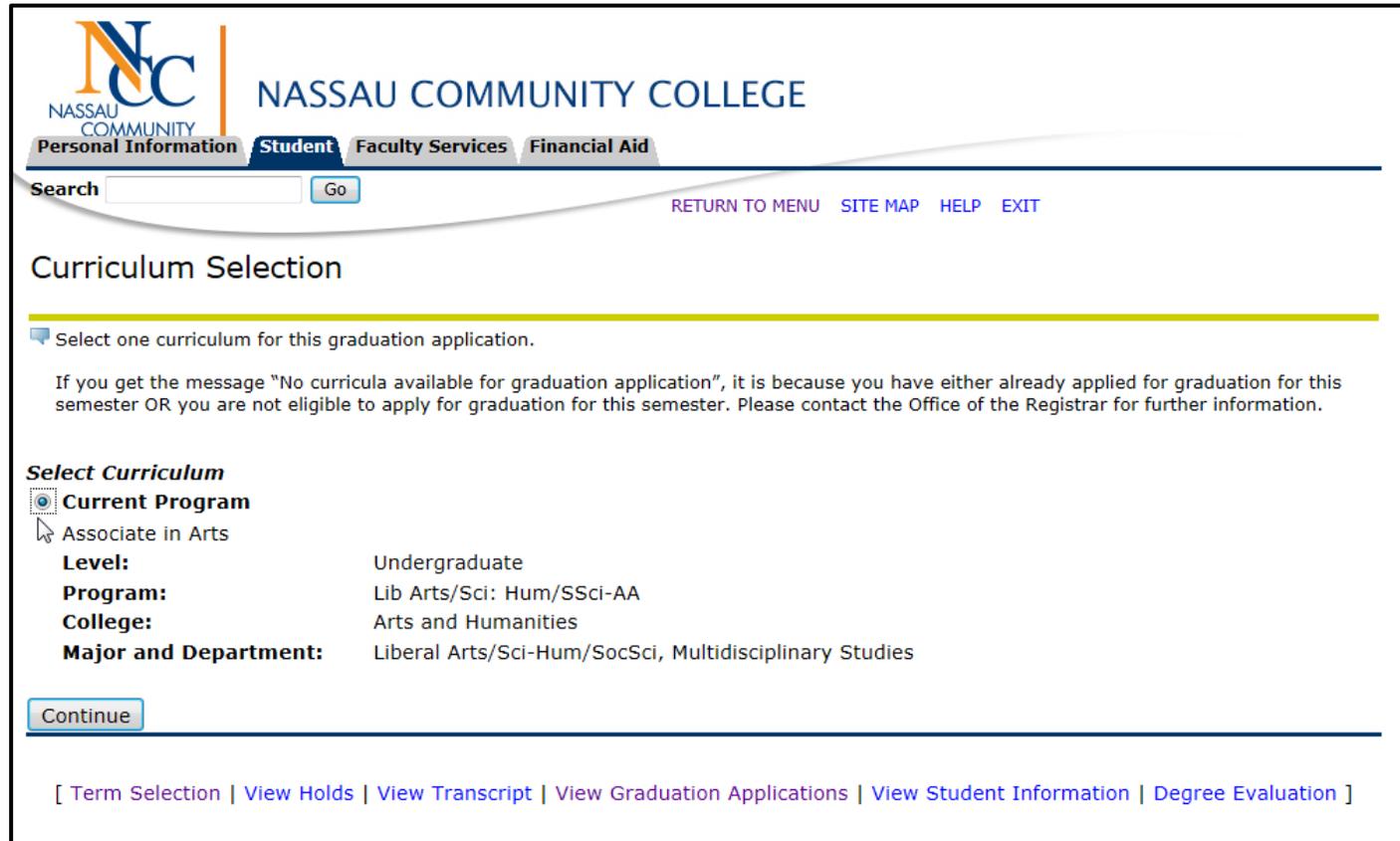
- Spring 2014
- Spring 2014
- Fall 2013
- Spring 2013
- Lifelong Learning Spring 2013
- Fall 1987
- Spring 1983
- Fall 1982
- Spring 1970
- Fall 1969
- Spring 1969
- Fall 1968
- Summer 1968
- Fall 1967
- Summer 1967

RELEASE: 8.5.

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Click on the radio button to select curriculum.

If you get the message “No curricula available for graduation application”, it is because you have either already applied for graduation for this semester OR you are not eligible to apply for graduation for this semester. Please run a Degree Evaluation to see if you meet requirement or click **VIEW GRADUATION APPLICATION** prior to ---contacting the Office of the Registrar for further information. **Note:** *if you have concurrent degrees-select only one curriculum.*



The screenshot shows the Nassau Community College website interface. At the top left is the NCC logo with the text "NASSAU COMMUNITY COLLEGE". To the right of the logo is a navigation menu with tabs for "Personal Information", "Student", "Faculty Services", and "Financial Aid". Below the navigation is a search bar with a "Go" button and links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main heading is "Curriculum Selection". Below this is a yellow horizontal line and a message: "Select one curriculum for this graduation application. If you get the message 'No curricula available for graduation application', it is because you have either already applied for graduation for this semester OR you are not eligible to apply for graduation for this semester. Please contact the Office of the Registrar for further information." Underneath is a section titled "Select Curriculum" with a radio button selected next to "Current Program". Below this, the details for the "Associate in Arts" program are listed: "Level: Undergraduate", "Program: Lib Arts/Sci: Hum/SSci-AA", "College: Arts and Humanities", and "Major and Department: Liberal Arts/Sci-Hum/SocSci, Multidisciplinary Studies". At the bottom of this section is a "Continue" button. At the very bottom of the page is a footer with links: "[ Term Selection | View Holds | View Transcript | View Graduation Applications | View Student Information | Degree Evaluation ]".

**NCC** | NASSAU COMMUNITY COLLEGE

Personal Information | **Student** | Faculty Services | Financial Aid

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Curriculum Selection

Select one curriculum for this graduation application.

If you get the message "No curricula available for graduation application", it is because you have either already applied for graduation for this semester OR you are not eligible to apply for graduation for this semester. Please contact the Office of the Registrar for further information.

### Select Curriculum

**Current Program**

Associate in Arts

**Level:** Undergraduate

**Program:** Lib Arts/Sci: Hum/SSci-AA

**College:** Arts and Humanities

**Major and Department:** Liberal Arts/Sci-Hum/SocSci, Multidisciplinary Studies

[ [Term Selection](#) | [View Holds](#) | [View Transcript](#) | [View Graduation Applications](#) | [View Student Information](#) | [Degree Evaluation](#) ]

# Select a Term for your expected graduation.

The screenshot shows the Nassau Community College website interface. At the top left is the NCC logo with the text "NASSAU COMMUNITY COLLEGE". To the right of the logo are navigation tabs: "Personal Information", "Student", "Faculty Services", and "Financial Aid". Below the tabs is a search bar with a "Go" button and links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main heading is "Graduation Date Selection". Below this is a dropdown menu with the text "Select a Term for your expected graduation." and a red asterisk indicating a required field. A legend states "\* indicates required field". Under the heading "Curriculum", the "Current Program" is "Associate in Arts". The "Level" is "Undergraduate", the "Program" is "Lib Arts/Sci: Hum/SSci-AA", the "College" is "Arts and Humanities", and the "Major and Department" is "Liberal Arts/Sci-Hum/SocSci, Multidisciplinary Studies". At the bottom, the "Select Graduation Date" section shows "Graduation Date:" followed by a dropdown menu. The dropdown menu is open, showing options: "None", "None", "Term:Summer 2014", and "Term:Fall 2014". A "Continue" button is located at the bottom left of the form area.

**NCC** | NASSAU COMMUNITY COLLEGE

Personal Information | **Student** | Faculty Services | Financial Aid

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Graduation Date Selection

Select a Term for your expected graduation.

\* indicates required field

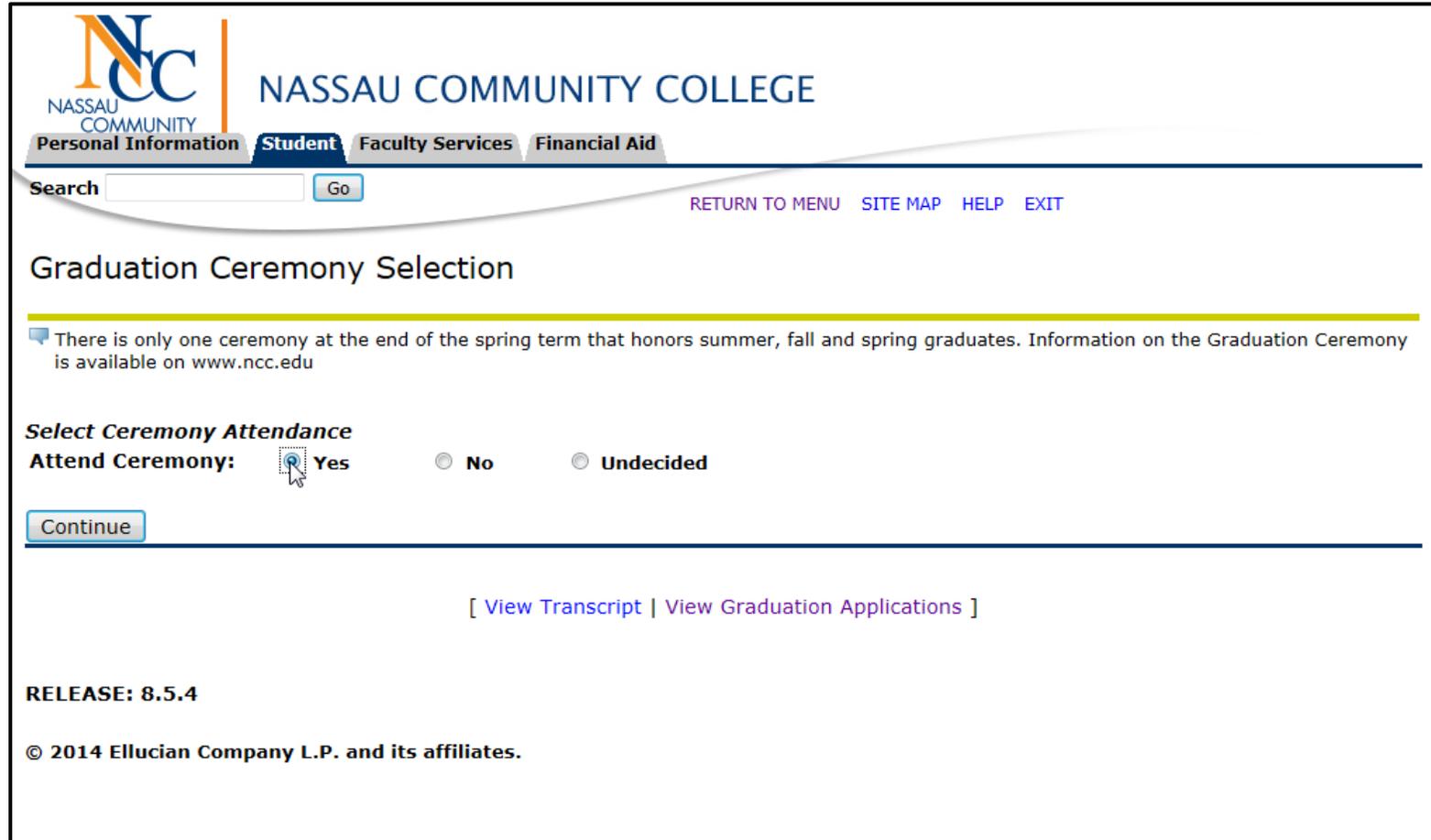
**Curriculum**  
**Current Program**  
Associate in Arts

**Level:** Undergraduate  
**Program:** Lib Arts/Sci: Hum/SSci-AA  
**College:** Arts and Humanities  
**Major and Department:** Liberal Arts/Sci-Hum/SocSci, Multidisciplinary Studies

**Select Graduation Date**  
**Graduation Date:\***

Term:Summer 2014  
Term:Fall 2014

Indicate if you plan to attend the graduation ceremony. Note: There is only one ceremony given at the end of the spring term that honors summer, fall and spring graduates. Information on the Graduation Ceremony is available on the NCC website



The screenshot shows the Nassau Community College website interface. At the top left is the NCC logo with the text "NASSAU COMMUNITY COLLEGE". To the right of the logo are navigation tabs: "Personal Information", "Student" (which is highlighted), "Faculty Services", and "Financial Aid". Below the navigation is a search bar with a "Go" button and links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main heading is "Graduation Ceremony Selection". Below this is a message: "There is only one ceremony at the end of the spring term that honors summer, fall and spring graduates. Information on the Graduation Ceremony is available on www.ncc.edu". The form section is titled "Select Ceremony Attendance" and includes the label "Attend Ceremony:" followed by three radio button options: "Yes" (which is selected), "No", and "Undecided". A "Continue" button is located below the radio buttons. At the bottom of the form area, there are links: "[ View Transcript | View Graduation Applications ]". The footer contains the text "RELEASE: 8.5.4" and "© 2014 Ellucian Company L.P. and its affiliates."

**NCC**  
NASSAU COMMUNITY COLLEGE

Personal Information **Student** Faculty Services Financial Aid

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Graduation Ceremony Selection

There is only one ceremony at the end of the spring term that honors summer, fall and spring graduates. Information on the Graduation Ceremony is available on [www.ncc.edu](http://www.ncc.edu)

**Select Ceremony Attendance**

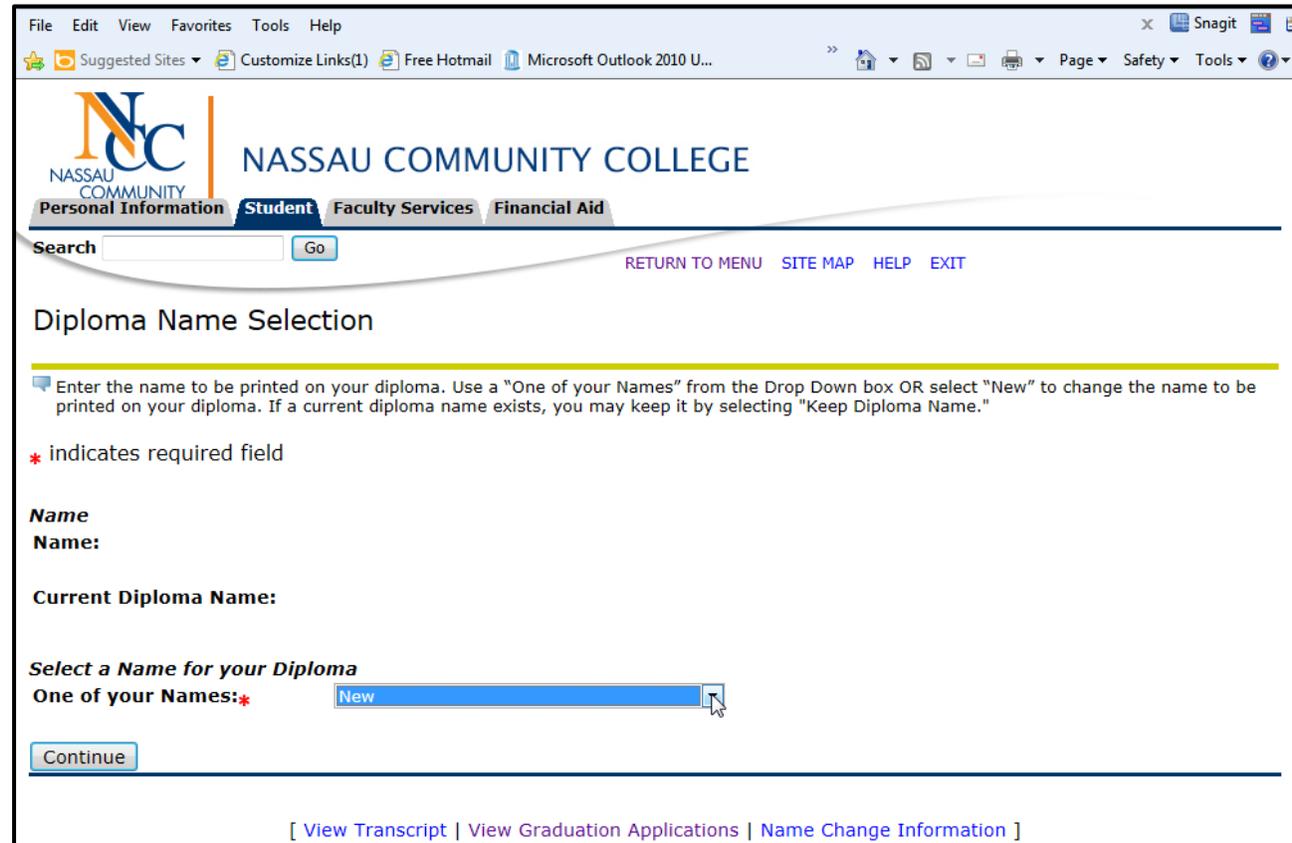
**Attend Ceremony:**  Yes  No  Undecided

[ [View Transcript](#) | [View Graduation Applications](#) ]

**RELEASE: 8.5.4**

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Enter the name to be printed on your diploma. Choose “your Name” from the Drop Down list OR select “New” to change the name to be printed on your diploma.



The screenshot shows a web browser window displaying the Nassau Community College website. The browser's address bar shows the URL 'http://www.ncc.edu'. The website header includes the NCC logo and the text 'NASSAU COMMUNITY COLLEGE'. Below the header is a navigation menu with links for 'Personal Information', 'Student', 'Faculty Services', and 'Financial Aid'. A search bar is located below the navigation menu. The main content area is titled 'Diploma Name Selection' and contains the following text: 'Enter the name to be printed on your diploma. Use a "One of your Names" from the Drop Down box OR select "New" to change the name to be printed on your diploma. If a current diploma name exists, you may keep it by selecting "Keep Diploma Name."'. Below this text is a legend: '\* indicates required field'. The form includes a 'Name' label, a 'Name:' label, a 'Current Diploma Name:' label, and a 'Select a Name for your Diploma' label. The 'One of your Names:\*' label is followed by a dropdown menu with 'New' selected. A 'Continue' button is located below the dropdown menu. At the bottom of the page, there are links for '[ View Transcript | View Graduation Applications | Name Change Information ]'.

File Edit View Favorites Tools Help

Suggested Sites Customize Links(1) Free Hotmail Microsoft Outlook 2010 U...

NCC NASSAU COMMUNITY COLLEGE

Personal Information Student Faculty Services Financial Aid

Search Go RETURN TO MENU SITE MAP HELP EXIT

### Diploma Name Selection

Enter the name to be printed on your diploma. Use a "One of your Names" from the Drop Down box OR select "New" to change the name to be printed on your diploma. If a current diploma name exists, you may keep it by selecting "Keep Diploma Name."

\* indicates required field

**Name**  
Name:

**Current Diploma Name:**

**Select a Name for your Diploma**  
One of your Names:\* New

Continue

[ [View Transcript](#) | [View Graduation Applications](#) | [Name Change Information](#) ]

Enter or edit a mailing address for your diploma,  
(be sure to include an apartment number if  
applicable).

The screenshot shows the Nassau Community College website. At the top left is the NCC logo with the text 'NASSAU COMMUNITY COLLEGE'. To the right of the logo is a navigation menu with tabs for 'Personal Information', 'Student', 'Faculty Services', and 'Financial Aid'. Below the navigation is a search bar with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Diploma Name Selection'. Below this is a yellow horizontal line and a message: 'Enter the name to be printed on your diploma or click Continue if correct.' A legend indicates that an asterisk (\*) denotes a required field. The form has three input fields: 'First Name:', 'Middle Name:', and 'Last Name:\*. Below the form is a 'Continue' button. At the bottom of the page, there are links: '[ View Transcript | View Graduation Applications | Name Change Information ]'.

**NCC** | NASSAU COMMUNITY COLLEGE  
Personal Information | **Student** | Faculty Services | Financial Aid

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Diploma Name Selection

Enter the name to be printed on your diploma or click Continue if correct.

\* indicates required field

**Name For Diploma**

**First Name:**

**Middle Name:**

**Last Name:\***

[ [View Transcript](#) | [View Graduation Applications](#) | [Name Change Information](#) ]

# Select an address from the drop down menu, if you have more than one address listed.

**NCC** | NASSAU COMMUNITY COLLEGE

Personal Information | **Student** | Faculty Services | Financial Aid

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Diploma Mailing Address Selection

Please enter or edit a new mailing address for your diploma. Use "One of your Addresses" to select or change the mailing address for your diploma.

\* indicates required field

**Current Diploma Mailing Address**

**Select an Address for your Diploma**

One of your Addresses:\*

- None
- None
- New
- Campus Address
- Permanent Address

[ [View Transcript](#) | [View Graduation Applications](#) | [View Addresses And Phones](#) ]

# Verify that your address information is correct. Click continue.

**NCC** | NASSAU COMMUNITY COLLEGE  
Personal Information **Student** Faculty Services Financial Aid

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Diploma Mailing Address Selection

Please enter or edit a new mailing address for your diploma (be sure to include apartment number if applicable) or click Continue if correct.

\* indicates required field

**Mailing Address For Diploma**

**Street Line 1:\***

**Street Line 2:**

**Street Line 3:**

**City:\***

**State or Province:**

**ZIP or Postal Code:**

**Nation:**

Verify the information to be submitted for your application to graduate is correct. Important: Once you click Submit Request you cannot change the information. *If the information is not correct, click Return to Menu to start over.*

---

### Graduation Application Summary

 Verify the information that will be submitted for your application to graduate. **Once you click Submit Request you cannot change the information.** Be sure this is correct. If not you may Return to Menu and start over.

#### ***Graduation Date***

**Term:**

#### ***Ceremony***

**Attend Ceremony:**

#### ***Diploma Name***

**First Name:**

**Middle Name:**

**Last Name:**

#### ***Diploma Mailing Address***

**Street Line 1:**

**City:**

**State or Province:**

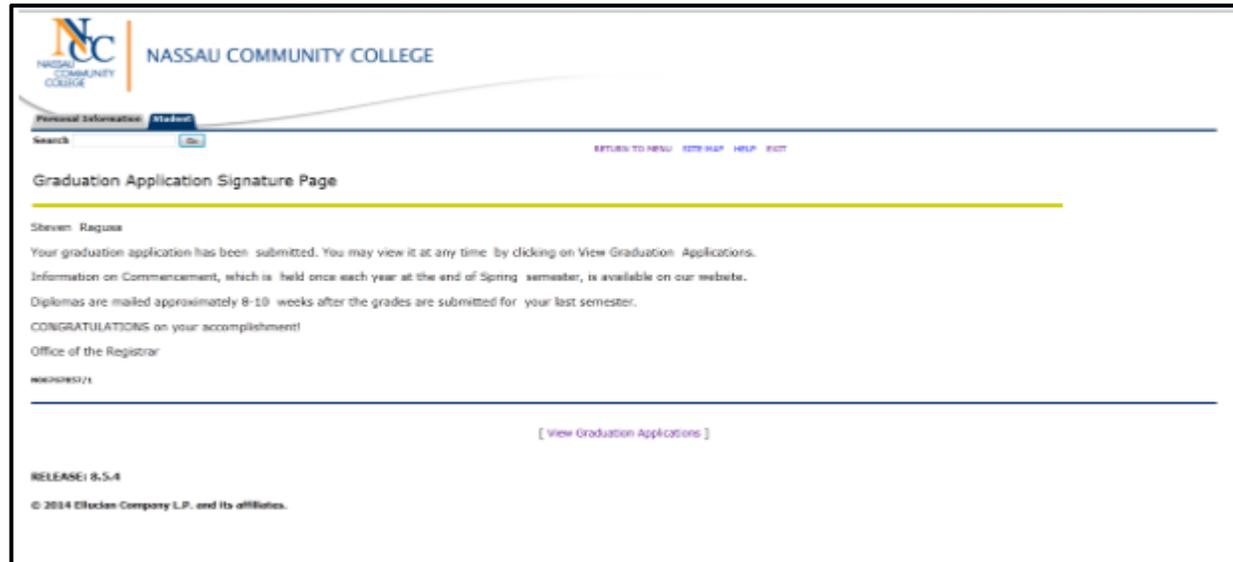
**ZIP or Postal Code:**

#### ***Curriculum***

**Current Program**

Associate in Arts

# You will see a Confirmation page after you have submitted your graduation request.

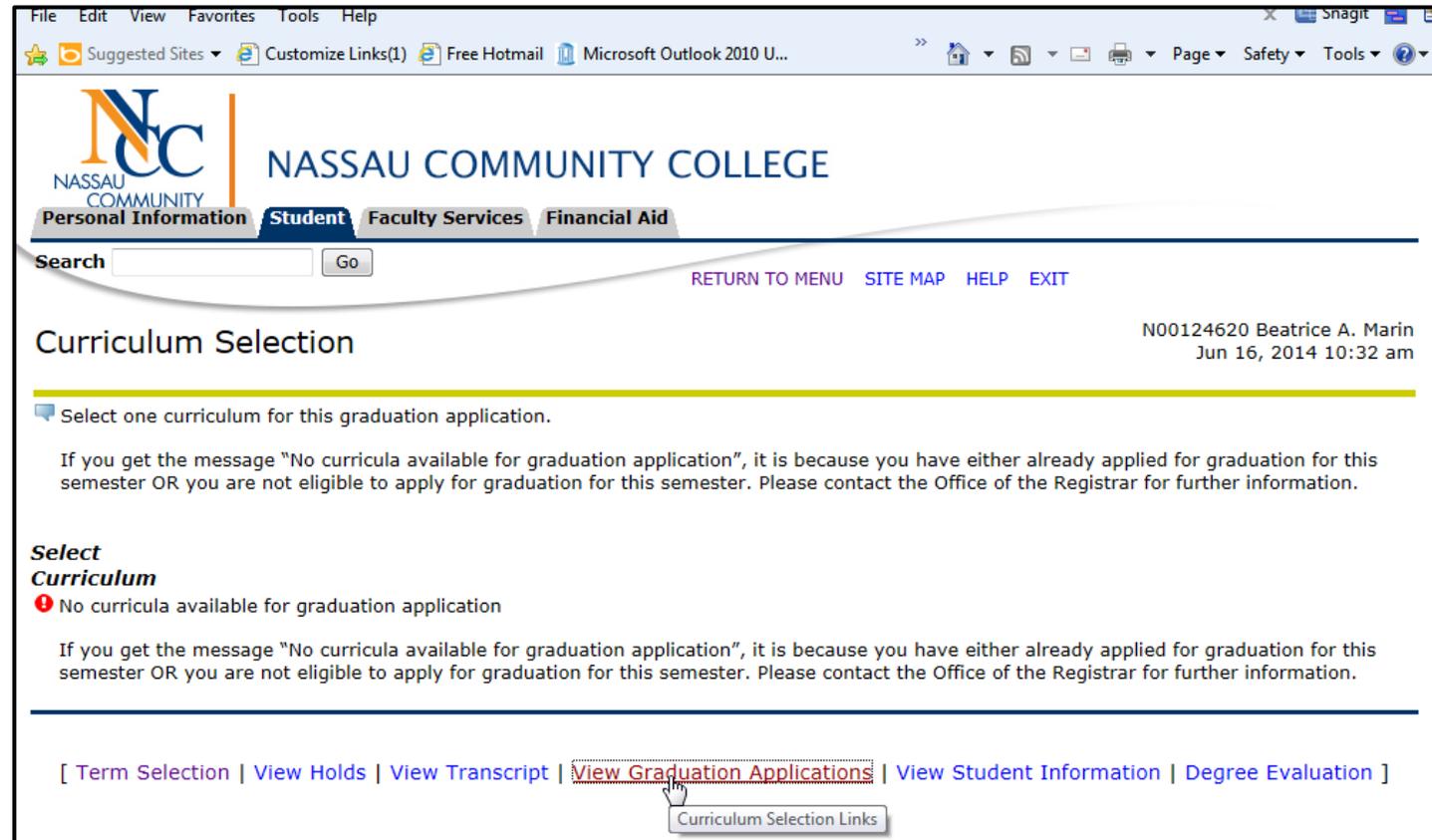


The screenshot shows the Nassau Community College website interface. At the top left is the NCC logo and the text "NASSAU COMMUNITY COLLEGE". Below this is a navigation bar with "Personal Information" and "Student" tabs. A search bar is located below the navigation bar. On the right side of the navigation bar, there are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main heading of the page is "Graduation Application Signature Page". Below the heading, the text reads: "Steven Ragusa", "Your graduation application has been submitted. You may view it at any time by clicking on View Graduation Applications.", "Information on Commencement, which is held once each year at the end of Spring semester, is available on our website.", "Diplomas are mailed approximately 8-10 weeks after the grades are submitted for your last semester.", "CONGRATULATIONS on your accomplishment!", "Office of the Registrar", and "WWW.NCCJEDU". At the bottom of the page, there is a link "[ View Graduation Applications ]", the text "RELEASE: 8.5.4", and "© 2014 Ellieck Company L.P. and its affiliates."

**Note:** Once you apply for Graduation, you can not apply for graduation again, or you will receive the error message listed below.

To view your graduation record, click on **VIEW GRADUATION APPLICATIONS**.

*If you have concurrent degrees----select which application to view.*



The screenshot shows a web browser window displaying the Nassau Community College website. The browser's address bar shows the URL "http://www.ncc.edu/". The website header includes the NCC logo and the text "NASSAU COMMUNITY COLLEGE". Below the header, there are navigation tabs for "Personal Information", "Student", "Faculty Services", and "Financial Aid". A search bar is located below the tabs, and a "Go" button is next to it. To the right of the search bar, there are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT".

The main content area is titled "Curriculum Selection" and includes the following text:

N00124620 Beatrice A. Marin  
Jun 16, 2014 10:32 am

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Select one curriculum for this graduation application.

If you get the message "No curricula available for graduation application", it is because you have either already applied for graduation for this semester OR you are not eligible to apply for graduation for this semester. Please contact the Office of the Registrar for further information.

**Select Curriculum**

❗ No curricula available for graduation application

If you get the message "No curricula available for graduation application", it is because you have either already applied for graduation for this semester OR you are not eligible to apply for graduation for this semester. Please contact the Office of the Registrar for further information.

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[ [Term Selection](#) | [View Holds](#) | [View Transcript](#) | [View Graduation Applications](#) | [View Student Information](#) | [Degree Evaluation](#) ]

Curriculum Selection Links