



DEGREE COMPLETION CHECKLIST

- Visit with your advisor to verify that you are on track to complete your degree.
- Complete the **APPLICATION FOR DEGREE COMPLETION** if you will finish your program requirements in May or July.
 1. Go to MySSC and login
 2. Click on the STUDENTS tab
 3. Click on TRANSCRIPTS AND FORMS
 4. Click and APPLICATION FOR DEGREE COMPLETION to fill out
- Complete the **DEGREE COMPLETION SURVEY**. The survey link will be sent out to all students that have potentially earned enough credit hours to finish their degree program. It will be sent to your SSC email and you will only need to complete it if you will finish your degree in May (Spring) or July (Summer).* If you will not finish your degree during this time, please disregard the link because you will receive it again in the next semester.
 1. **Fall** – survey links are emailed to the student in October around Fall Break
 2. ***Spring and Summer** – survey links are emailed to the student in March around Spring Break
(**Summer** – complete the survey when you receive it in March and indicate that you will finish during the summer term)
- Grade Point Average: You must have at least a 2.0 Ret/Graduation grade point average to graduate with an Associate in Arts, Associate in Science, or an Associate in Applied Science.
- Academic Residency: A minimum of 15 credit hours must be earned at Seminole State College before a degree can be conferred.
- Total Hours Required: Must complete 60-73 credit hours for an Associate in Arts, Associate in Science or an Associate in Applied Science. The number of credit hours required are determined by the degree sought.
- Check to see if your account has an Admissions Hold, Housing Hold, Financial Aid Hold, or Business Office Hold. **These must be resolved before your degree audit can be processed.**

Degree audits begin after all final grades are submitted to the Registrar at the end of each semester. Please allow approximately 6-8 weeks after the end of the semester for degrees to be posted.

Once the audit is complete, your degree will be added to your transcript. Diplomas will be ordered after all audits for the term are completed. You will receive an email and/or text from Parchment letting you know that your diploma is available. Click on the link in the email from Parchment and set up an account. You will then have access to a free digital copy of your diploma and by verifying your mailing address they will mail you the official paper diploma.

We only have one commencement each year and it is held in May. Graduates from the preceding fall term and potential spring and summer graduates are encouraged to participate. More details will be emailed later in the term.

If you plan to complete your degree program this Spring or Summer, and you did not receive an email from me with the Degree Completion Survey link, please contact me by email at s.morris@sscok.edu as soon as possible.

Respectfully,

A handwritten signature in black ink that reads "Sheila Morris".

Sheila Morris
s.morris@sscok.edu
Registrar