



ALAMO
COLLEGES
DISTRICT

Northeast Lakeview College

Graduation Guide

Conferment & Commencement

#NLCUL&R

Table of Contents

DIFFERENCE BETWEEN <i>GRADUATION & COMMENCEMENT</i>	3
GRADUATION COMMUNICATION	4
APPLICATION REQUIREMENT	5
CONFIRMATION of SUCCESSFUL SUBMISSION	5
PRELIMINARY CHECK PROCESS	5
PRIORITY DEADLINES	6
CHANGES TO APPLICATION	6
DEGREE REQUIREMENT CONSIDERATIONS	7
TRANSFER TRANSCRIPTS/ CREDIT SCORES	7
GPS DEGREE PLAN	7
INELIGIBLE FOR CONFERMENT	7
POSTING OF DEGREES AND TRANSCRIPT AVAILABILITY	8
DEGREE POSTING	8
ORDERING TRANSCRIPTS	8
TRANSCRIPT and DIPLOMA / CERTIFICATE HOLDS	8
PHYSICAL CREDENTIALS	9
DIPLOMA / CERTIFICATE SHIPPING	9
DUPLICATE or REPLACEMENT DIPLOMA REQUESTS	9
COMMENCEMENT REGALIA AND MERCHANDISE	10
WHAT IS REGALIA?	10
GRADUATION FIESTA!	10
MERCHANDISE & DISTINCTIONS	11
COMMENCEMENT DRESS CODE	12
NLC GRADUATION CEREMONIES	13
TRANSFER COMMITMENT CEREMONY	13
COMMENCEMENT CEREMONY	13
<i>DAY OF CEREMONY</i> CONSIDERATIONS	14
CONGRATULATIONS NIGHTHAWK!	15
STUDENT SERVICES CONTACT LIST	16



Graduation Guide

Congratulations on your near Degree/Certificate completion! The Graduation Office is happy to assist you with the most exciting part of your educational journey. We developed this “Graduation Guide” to help you better navigate and prepare for graduation as well as prevent undue stress at the end of the semester.

We know you get overloaded with information, and that you have many competing priorities, but we cannot emphasize enough how important it is to **read this guide thoroughly as soon as possible and refer back to it throughout the semester**. We respectfully ask that you check your email and use this guide to find answers to your questions **before** contacting our office.

Difference between *Graduation* & *Commencement*

Graduation (Conferment) is the mandatory process of being awarded a degree or certificate after successfully completing requisite credit hours and other degree requirements.

- Students must *apply for graduation* by the posted deadline to be conferred a diploma/certificate. Students receive emailed confirmation of successful submission immediately after applying.
- If/When final grades are posted and degree requirements are found to have satisfied all college and departmental requirements for the specific degree or certificate, a degree/certificate is posted to a student's transcript (typically two to four weeks after the last day of the semester).
- All degrees and certifications are mailed to the student 8-10 weeks after the end of the term; none are distributed during the Commencement Ceremony.

Commencement Ceremony (Walking the Stage) is an optional congratulatory event hosted by Northeast Lakeview College and Alamo Colleges District officials in which students are publicly and formally recognized. Students will not receive credentials at this time. **Actual credentials are not awarded at commencement ceremonies, and participation in the ceremonies is not a guarantee of degree completion.** Commencement events include:

- Commencement Invitation and Informational emails to students that opt in to participate (March)
- Graduation Fiesta (April)
- Transfer Commitment Ceremony (May)
- Commencement Ceremony (May)

NLC hosts one commencement annually in May for the entire academic year. An academic year includes the Fall, Spring, and Summer terms. Any student registered to complete their NLC degree plan within the current academic year (for example: Fall 2024-Spring 2025-Summer 2025) may apply to graduate and opt in to commencement held towards the end of the Spring term (May).

Students are responsible for completing degree requirements; not all grades will be posted by the commencement ceremony date.

Graduation Communication



The Graduation Office communicates with prospective graduates via **ACES student email** throughout the semester. Consider adding “nlc-graduation@alamo.edu” to your VIP list to receive notifications. Please make sure you read all emails from “nlc-graduation” *thoroughly*.

Only students that opt-in to participate in Commencement will receive details regarding the ceremony in their student email beginning March 1st.

For questions regarding degree plan or confirmation of eligibility, students may contact nlc-advising@alamo.edu, or their assigned academic advisor through ACES: Alamo Navigate.

Reminder: Please include your Banner ID on all correspondence.

It is customary to have a formal greeting plus a signature (complete with your account information, if applicable) in all business-related emails. Remember that you are communicating the image of yourself as a college graduate now!

Other ways to stay informed:

- Review information in your [Confirmation email](#) (sent immediately after submitting Graduation Application).
- Subscribe to [News from NLC Graduation](#) in AlamoExperience.
- Visit Alamo.edu/NLC/Graduation.

For additional information or concerns, please contact the NLC Graduation Office at:
NLC-graduation@alamo.edu

Application Requirement

Students are required to submit the [NLC online Graduation Application](#) in order to be conferred (awarded a degree or certificate). The graduation application notifies the Graduation Office of a student's intent to become degree/certificate complete in a given semester. The information contained in the application is used to track students for anticipated degree conferral, notate the preferred legal name to be printed on diploma/certificate, and to confirm mailing address.

The Graduation Office does not “approve” applications, but will communicate what to expect next in the process. **Students should confirm graduation eligibility with their assigned advisor.**

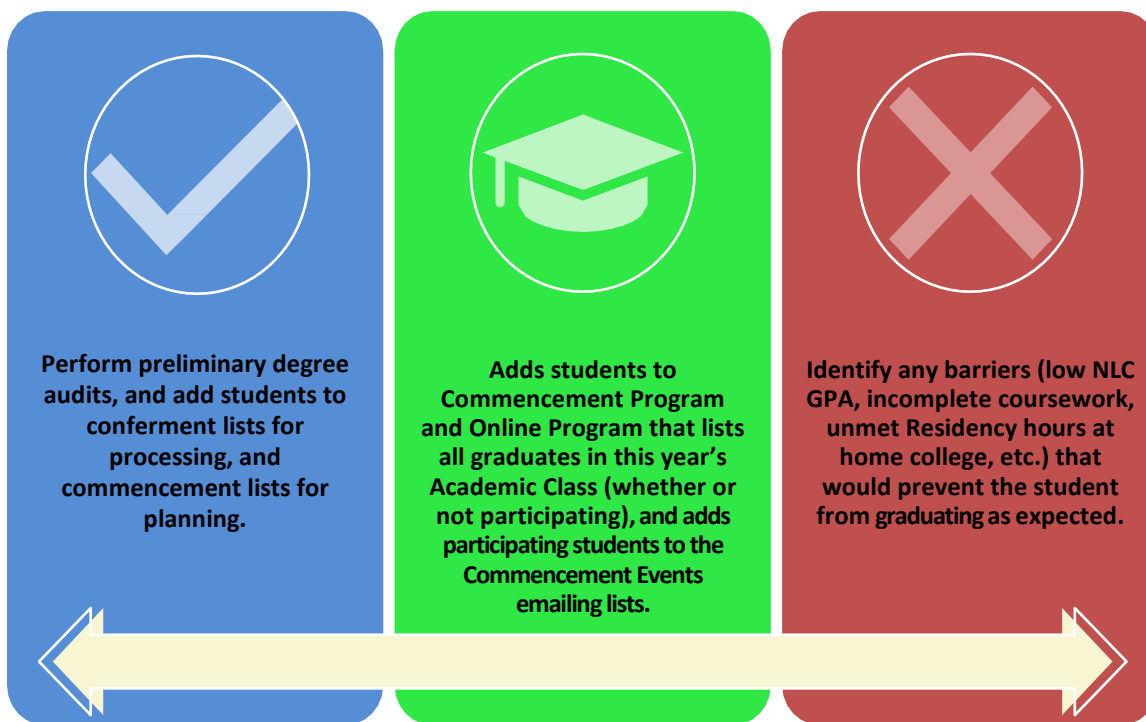
CONFIRMATION of SUCCESSFUL SUBMISSION

Students will receive an informational email confirming the receipt of their application immediately following a successful submission (ensure you enter your Alamo email correctly). **Only one graduation application per degree/certificate will be accepted per term.** Any major changes to submitted information must be emailed to nlc-graduation@alamo.edu with Banner ID included with the change.

Once submitting the Graduation Application, students must **successfully complete all remaining courses and degree requirements.** Monitor student email for information regarding the conferment of awards and commencement events (if opted-in to participate).

PRELIMINARY CHECK PROCESS

The Graduation Office's “behind the scenes” preliminary check begins once graduation application is received, and is intended to:



PRIORITY DEADLINES

Graduation applications submitted after the Priority Deadline are not guaranteed to be conferred in the desired term. Late applications may be conferred in the subsequent term. Students that do not apply to graduate by March 15th are not guaranteed to appear in either of our recognition platforms (online Class of 20XX-20XX [Graduate List](#) and Commencement [Program booklet](#) offered to students, friends, and family at the event).

- **Fall:** July 1st – November 30th
- **Spring:** November 15th – April 15th
- **Summer:** January 1st – July 30th
- **Commencement Program/ Online Announcement:** March 15th

CHANGES TO APPLICATION



Please note the deadlines for requesting changes!

Name Changes for name desired on diploma- Students must submit a [Biographical Change Request](#) to legally change the name on student records no later than 2 weeks prior to the end of the term. If legal documentation isn't received by this deadline, **we will print student's name as it appears on the student's records.**

Note: Accents, use (or no use) of middle initials, and suffixes do not require a biographical change request form.

Email & Cell Phone Changes- Parchment, our transcript and diploma vendor, now releases digital diplomas/certificates to students ahead of mailing physical credentials. Parchment will only release to the personal email student has listed in ACES. Students that wish to be contacted by Parchment via text should ensure that their current cell phone number is updated in ACES (Web Services). Priority deadline for these updates are before the last day of the term.

Address Changes- Diplomas/Certificates will be mailed to the **address submitted on the graduation application**. The Graduation Office will accept address changes after one week after the end of term. Changing your address in ACES will **not** supersede the address on your graduation application; however, should be updated in addition to notifying graduation. It is a good practice to forward your mail through USPS. Our contracted printing & mailing service, Parchment, will also give you an opportunity to update your mailing address prior to mail-out (ensure your email and cell phone information is updated in ACES).

Ceremony Attendance- Only students that have opted to participate will receive detailed information via their student email.

- Requests to change from "*not attending*" to "*attending*" after submitting the graduation application **must be emailed ASAP** to nlc-graduation@alamo.edu to be put on the participant & commencement information emailing lists.
- Requests to change from "*attending*" to "*not attending*" after submitting the graduation application may request (via email) to be taken off the commencement information emailing lists, but otherwise no action is required.

Degree Requirement Considerations

TRANSFER TRANSCRIPTS/ CREDIT SCORES

Students may transfer courses or credit (IB scores, IP credit, CLEP scores, etc.) from another institution to meet degree requirements. Note that credit must have received a grade **and** have been processed into your student records before conferment can occur.

- Submit transcripts as soon as final grades are recorded at the other institution.
- Send transcript/scores for additional credit to nlc-admissions@alamo.edu
- View *ACES: GPS Degree Plan* for application of credit.

It is the student's responsibility to know if all transcripts/scores have been submitted. If any credit taken at another institution is not showing on the *GPS Degree Plan*, the student must contact the Admissions & Records Office for a correction.

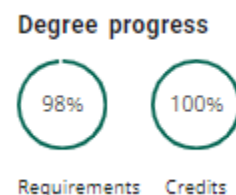
GPS DEGREE PLAN

Understanding your GPS Degree Plan empowers you with knowledge and the ability to address barriers to graduation. If your GPS Degree Plan doesn't reflect your progress accurately or if any requirement is "incomplete" in the *Graduation Checklist* section, work with your academic advisor to correct the issue.

Note: Percentage of "Requirements" section is rarely a graduation issue IF it is due to "State Mandate Compliance Check". Students must see "(AA/AS/AAT/AAS) Graduation Checklist" for graduation issues.

It is ultimately the students' responsibility to:

- Know if they are on track to meet degree/certificate requirements.
- Submit outside credit (CLEP, AP, transcript, etc.)
- Submit a Graduation Application for degree/certificate conferral.



INELIGIBLE FOR CONFERMENT

By monitoring your GPS Degree Plan and discussing issues with your advisor, there should not be any unpleasant surprises at the end of the semester. There are times, however, when a student will not meet degree requirements for various reasons. If the student does not meet degree requirements at the end of the term, the student will not receive their credential(s). Ineligible students will have to reapply for graduation in their completion semester.

Ineligible for Commencement- Students may only participate in one ceremony, unless receiving a *subsequent degree* in a *different academic year*. Ineligible students will mark "not attending" the ceremony on their subsequent graduation application.

Primary reasons a student does not graduate as expected:

- Incomplete Coursework Hours (dropped or failed classes)
- Low NLC GPA (minimum of 2.0 at NLC required)
- Did not complete a minimum of 25% of degree plan at NLC (Residency is usually 15 hours)
- Did not submit transfer transcripts, CLEP credit, AP credit, etc. to meet degree plan hours
- Did not submit Graduation Application to indicate readiness to be conferred

Posting of Degrees and Transcript Availability

The Graduation Office will complete a comprehensive check of degree requirements on every student who applied for graduation after grades are posted at the end of the term (regardless of the session the final course was completed in). **The conferment process can take up to thirty days.**

DEGREE POSTING

Graduates may view GPS Degree Plan for “Alamo Awards”. Once a degree/certificate is noted, transcripts will also reflect conferral. **Note that “Conferred” will be indicated only under the Northeast Lakeview College information on official transcript.**



ORDERING TRANSCRIPTS

An official transcript may be ordered from [Parchment.com](https://www.parchment.com) once the graduate receives an email notification of degree/certificate awarding (and/or can view the degree/certificate in GPS Degree Plan’s “Alamo Awards” section). For ALL transcript questions, [contact Parchment.com](https://www.parchment.com).

TRANSCRIPT and DIPLOMA / CERTIFICATE HOLDS



Some holds will prevent the Alamo Colleges from mailing credentials (diploma, certificate, and other awards). Graduates with holds regarding missing transcript(s), unreturned library materials, or have a balance with the business office will not receive physical credentials or official transcripts until all obligations to the Alamo Colleges have been cleared. Other holds do not affect the release of your transcript or credential.

It is the graduate’s responsibility to notify the Graduation Office when the above holds have been cleared. **We will not know to mail your credential if you do not inform us** (remember to include Banner ID in all correspondence).

Physical Credentials

DIPLOMA / CERTIFICATE SHIPPING

ALL credentials will be mailed 8-10 weeks after the end of term to the address on the graduation application. Parchment will contact graduates via text to confirm mailing address and give the option to obtain a digital copy of earned credential(s).

Digital Credentials- Graduates will have the opportunity to download digital credentials from Parchment. **Reminder:** Students must update cell phone number and personal email address in ACES (Web Services) to receive correct information regarding digital and physical diplomas from Parchment.

Returned Credentials- The Graduation Office will make every effort to contact students whose credentials have been returned to campus. Students may only pick up *returned* credentials at the Brazos Student Union's Welcome Center during operating hours. **Northeast Lakeview College does not print transcripts, diplomas, certificates, or Occupational Skills Awards on campus.**

WHAT TO EXPECT ON DIPLOMA/CERT.



STYLIZED FONT ~~~~~ Stylized letters may appear to be a type-o (see "v" below) or may be styled as oversized-lowercase (see "N" below)	DEGREE TYPE ~~~~~ Only degree type will be notated (AA, AS, AAT) Field of study will not be printed except where technical credit was earned (AAS or Certificate)
--	---



DUPLICATE or REPLACEMENT DIPLOMA REQUESTS

Graduates wishing to purchase a duplicate or replacement degree/certificate, may order one for \$25 online at the [Alamo Colleges District Marketplace Mall](#).

Commencement Regalia and Merchandise

WHAT IS REGALIA?

Commencement regalia includes a blue **cap**, blue **gown**, white **tassel**, and possibly other distinguishing stoles and cords that denote traditions of academic or military achievement worn by the participant while crossing the stage.

Distinctions provided by NLC (if applicable):

- Judson Early College Academy- *Green Stole*
- Memorial Early College High School- *Stole*
- GPA Honors (3.5 minimum GPA on March 15th)- *Gold Cord*
- Alamo Promise Recipient- *White Stole*
- Scholarship Recipient- *Gold Pin*
- U.S. Veteran (must be Active Duty, Retired, or U.S. Veteran)- *Red, White, & Blue Cord*

Any recognition items not provided by Northeast Lakeview College are to be coordinated with their specific organizations. For example, Phi Theta Kappa/National Society of Leadership and Success Stoles (and other accessories) are **purchased** through the [PTK/NSLS](#) organizations. Participants should check with their membership's point of contact to confirm completion of PTK/NSLS program requirements BEFORE purchasing honors. **Note:** Participants may wear only one stole, but may wear multiple cords.

Regalia is provided free to students that opt-in to participate in Commencement only.

Everything participants need to prepare for commencement will be issued at Graduation Fiesta.



GRADUATION FIESTA!

Graduation Fiesta! is a commencement event that is held annually in April, during the week of San Antonio's Fiesta. Participants will receive regalia, NLC swag, free parking pass, and critical information needed for the big day.

Participants are notified of specific time, date, and location of Graduation Fiesta in early March (via email). **Make adequate plans to participate** - save the date in your calendar! Students who are unable to participate in Graduation Fiesta may send a friend or family member to pick up these items and instructions in their place (must have student's Banner ID).

MERCHANDISE & DISTINCTIONS

<p>ANNOUNCEMENTS</p>	<p>Option to order through Jostens</p> <ol style="list-style-type: none"> 1. Log onto Jostens.com 2. Click on <i>Graduation tab, College</i>, then <i>Announcements</i> 3. In the search box; type Northeast Lakeview College 4. Select <i>Northeast Lakeview College Universal City, TX</i> from drop down menu 5. Click on <i>Graduation Announcements</i> 6. Select your package and customize the announcement with your name and degree 7. PROOF the document completely before processing your order <p>Announcements will be shipped to the address you provide on the order. ALLOW 3 - 4 weeks for order processing and delivery.</p>
<p>COMMENCEMENT PHOTOS</p>	<p>Commencement Photos are taken by (and may be ordered from) Flash Photography.</p> <p>All questions regarding pictures should be directed to Flash Photography ((214) 443-9393) or their website.</p> <p>Each participant will be photographed twice during the commencement ceremony (one formal photograph before the ceremony, and one candid photograph as they cross the stage with their “diploma”).</p>
<p>RINGS</p>	<p>The Alamo Colleges does not offer rings for Associate Degrees or Certificates.</p>
<p>ACADEMIC DISTINCTIONS</p>	<p>Some academic distinctions are provided by the college. See previous page for details.</p> <ul style="list-style-type: none"> • Participants may wear only one stole, but may wear multiple cords. • GPA Honors designations listed in the commencement program are unofficial. Your official designation will be indicated on your Official Transcript.
<p>VETERAN'S CORDS</p>	<p>Students that have previously served or are currently serving will be provided a cord from the college. Contact nlc-va@alamo.edu for more information.</p>
<p>OTHER DISTINCTIONS</p>	<p>Some recognition items are to be coordinated with specific organizations (PTK, etc.).</p> <p>Participants may wear stoles/cords representing themselves and/or their achievements (such as First Generation, etc.).</p> <p>Reminder: Participants may wear only one stole, but may wear multiple cords.</p>

COMMENCEMENT DRESS CODE



As the Northeast Lakeview College Commencement Ceremony is a dignified tradition in which to celebrate one's achievements, we strongly encourage participants to follow the guidelines listed below.

Students will be required to remove anything inappropriate for the ceremony.

SEMI-FORMAL OR BUSINESS CASUAL CLOTHING

Dark slacks/skirts with a dress shirt or a dress that does not go below the hem of the gown are recommended.

Comfortable dress shoes should be worn as you will be standing for an extended period and walking up & down a ramp.

CAPS

Caps should be worn parallel to the ground with the **tassel on the front-right.**

NLC Participants may decorate their caps. JECA/MECHS Participants are not permitted to decorate their caps due to use in their High School graduation ceremony.

CORDS & STOLES

Only one Stole may be worn with as many Cords as earned. Many options for these honors are available; however, only NLC honors will be identified in the commencement programs.

GOWN

Steam or gently iron your gown beforehand. Gown must be zipped for all photos and during the entirety of the ceremony. Nothing should be worn over your regalia except appropriate cords or stoles.



NLC Graduation Ceremonies

Commencement events are the congratulatory in which students are publicly and formally recognized in the presence of their friends, family, educators, and supporters. **Note:** Participation in Commencement events necessitates agreement to be photographed and filmed for the release, publication, and reproduction of this media in connection Northeast Lakeview College for use on the NLC website, social media, and advertising.

TRANSFER COMMITMENT CEREMONY

Students that have applied (or have been accepted) to a Texas Public University are invited to attend a short ceremony with their university's representatives. Graduates will receive university swag, identify other Nighthawks flocking to the same university, and perhaps see a demonstration from university Mascots. Opt-in to participate on the Graduation Application.

COMMENCEMENT CEREMONY

We are working with Freeman Coliseum to make this ceremony a memorable one. Please continue to monitor your student email and [Commencement Website](#) for additional instructions and updates as they are made available (usually beginning in March).

Commencement will be held once annually at the Joe Freeman Coliseum ([3201 E Houston St, SATX 78219](#)). The ceremony will run 1.5 hours. See Freeman Coliseum's [recommendations for Accessibility](#) (guest wheelchair access, etc.) and share Freeman Coliseum's clear [bag policy](#) with your guests. No strollers, noise makers, poster boards, balloons, or glass vases will be allowed inside the coliseum.

Accommodations- Participants requiring physical or mental accommodations may contact nlc-graduation@alamo.edu with specific requests (such as wheelchair support, etc.).

There will be open seating- Tickets are not necessary for guests to attend Commencement.

There will not be a rehearsal- Students may watch our [previous Commencement Ceremony](#) (link on graduation website) to get an idea of the process.

Live-Streaming- The Commencement Ceremony will be live-streamed (link is posted on our website 1-5 minutes before the ceremony). Supporters can access the link a few minutes before 6:30pm by visiting the Graduation Website (alamo.edu/nlc/graduation). In the event Live Streaming is cancelled or interrupted, a recording of the ceremony will be posted on the Graduation Website as soon as it can be compiled.

Friendly reminders:

- Students that did not apply to graduate before the March deadline will not see their name in the Commencement Programs. *This is not an indication of degree eligibility.*
- Credentials are not awarded during the ceremony (all are mailed).
- Participation in Commencement is *not an indication of degree eligibility.*
- Set up a rendezvous point for you to meet up with your family/friends following the ceremony.

DAY OF CEREMONY CONSIDERATIONS

1

- **BE ON TIME!!** ARRIVE AT THE CEREMONY AT LEAST 60 MINUTES BEFORE IT IS SCHEDULED TO START WITH YOUR PARKING PASS. Arriving late may put you in the back of the ceremony line and out of order of the program. Arriving after the ceremony begins will prohibit your participation in Commencement.

2

- Graduates will enter through the doors closest to the parking lot designated for graduates labeled "Graduate Entrance". Graduates must use supplied Parking Pass to receive free parking.
- Guests that arrive with the graduate are not allowed to enter through the graduate entrance. The guest entrance is on the side, and it will also be labeled.

3.

- Personal belongings (other than cell phones and other items that can fit in your pockets) should be left with a family member or guest. We are not responsible for items left behind. NLC Staff will not be responsible for holding participants' personal items.
- Be prepared to be on your feet. Wear (or bring) comfortable shoes (consider disposable flip-flops).

4.

- Once inside, we will direct you to check in. You will obtain your Flash Photography Cards. Keep these with you until it is time to give it to the photographer and name announcer before you cross the stage.
- We will line you up alphabetically, and all students will walk in a formal processional to their seat.



Congratulations Nighthawk!

Thank you for choosing Northeast Lakeview College to receive your degree or certificate. We invite you to take advantage of our [Career Engaged Learning Office](#) and [Transfer Services](#). We also encourage undergraduates to further their education with us.

Thank you for being a part of the NLC Community

We wish you success in your future endeavors!





Student Services Contact List

Admission/Residency/Transcripts

nlc-admissions@alamo.edu

(210) 486-5401

Advising

nlc-advising@alamo.edu

(210) 486-5406

Advocacy/Food Pantry

nlc-nest@alamo.edu

(210) 486-1111

Alamo Promise

nlc-promise@alamo.edu

Assessment (Testing Office)

nlc-assessment@alamo.edu

(210) 486-5177

Bookstore

(210) 486-5449

sm8429@bncollege.com

Business Office (Making Payments)

dst-vbo2@alamo.edu

(210) 21-ALAMO

*Make a Payment in ACES: **STUDENT** tab,
**Web Services > STUDENT > STUDENT
ACCOUNT > MAKE A PAYMENT > VIRTUAL
BUSINESS OFFICE***

Career Services

nlc-careers@alamo.edu

(210) 486-5143

Student Accessibility Services

nlc-sas@alamo.edu

(210) 486-5487

Dual Credit, Early College, Home School & Early Admit

nlc-hsprogramms@alamo.edu

(210) 486-5799

Financial Aid

dst-sfs@alamo.edu

(210) 21-ALAMO

Graduation

nlc-graduation@alamo.edu

(210) 486-5148

Mental Health Counseling

nlc-sas@alamo.edu

(210) 486-5487

Recruitment (New Students)

nlc-recruitment@alamo.edu

(210) 486-5193

Transfer Center

nlc-transfer@alamo.edu

Veterans Center

NLC-VA@alamo.edu

(210) 486-5827