

**Instructions for Completing Your
Application for Degree**
www.randolphcollege.edu/registrar

Online Degree Audit

- From the portal, select the **Academic** tab on RCconnect. Select *Online Degree Audit*.
- Enter your name **exactly** as you want it to appear on your diploma, using upper and lower case letters.
- Enter your hometown and state **exactly** as you want it to appear in the Commencement program.
- Confirm the degree information (B.A., B.F.A., or B.S.) in the top left box.*
- Confirm your major(s), with emphasis if applicable.*
- Confirm your minor(s), if applicable.*
- Confirm the name of your advisor(s).*
- Select the courses that you have completed successfully or that are in progress that meet the requirements of the General Education Program.
- If exempt in writing or foreign language, select exempt notation. If none appears, pursue how to apply for exception.
- Save your audit. Print and sign and date this form in the spaces provided at the bottom. You may write in any courses you plan to take. Have your advisor sign the form.

*If there are any discrepancies with these items, please contact the Registrar's Office.

Major Program Requirements

- From the web site, select *Applying for Graduation*. Select *Major Program Requirements*. Select your catalog year for your major (this is when you declared your major or later). Select the major you are pursuing and print the form.
- Fill the form out completely making sure to write in the **course selected**, **the semester of enrollment**, and **the grade** for each requirement listed. Enter the semester in which you plan to take any courses you still need to complete.
- If using transfer or advanced standing work, write the course, as it appears on your transcript, in the *Course Selected* column. Enter grades for these courses only if they appear on your transcript.
- Have your major advisor sign and date the form.

Minor Program Requirements

- From the web site, select *Applying for Graduation*. Select *Minor Program Requirements* and print the form.
- Fill the form out completely making sure to write in the **course selected**, **the semester of enrollment**, and **the grade** for each requirement listed. Enter the semester in which you plan to take any courses you still need to complete.
- Total your hours and obtain your minor advisor's signature.
- **If you have not declared your minor, have your advisor sign both "For Declaration" and "For Application".**

Other Information

- Make sure you have completed a total of at least 124 hours.
- Courses completed as "elective hours" should not be listed.
- After obtaining all of your signatures, return the completed forms to the Office of the Registrar.

***If you change the courses you are planning to take, please notify the
Registrar's Office so your Application can be updated.***