



# Tracking Your KCC Degree Progress as a High School Student

High school seniors earning a degree through Klamath Community College (KCC) should follow these key steps to stay on track for graduation:

## 1. Meet with a KCC Advisor

- Schedule an advising appointment by phone at 541-882-3521 or email at [KCC@klamathcc.edu](mailto:KCC@klamathcc.edu)
- Email KCC to formally declare your degree using the required example:

**To:** *KCC@klamathcc.edu*

**Subject Line: Declare a Degree**

*Body of email:*

Dear KCC,

My name is { **Full Name** }, and I would like to formally declare my degree.

*KCC Student ID#:* \_\_\_\_\_

*Phone Number:*

*Date of Birth:* \_\_\_\_\_

I am planning to complete the following degree by Spring 2026 { \_\_\_\_\_ }  
*List Degree Name*

*Could you please confirm by email once my degree has been officially entered into the system?*

*Sincerely,*

{  
*Full Name*}

- After KCC confirms your degree is entered, review your Advising Worksheet and then submit your **Petition to Graduate** in MyKCC.

## 2. Order Official Transcripts (Due by March 31, 2026)

- Request official transcripts from every college or university where you earned credits outside of KCC.
- Processing typically takes 4–6 weeks.

### **3. Submit Final Transcripts After Spring Term**

- Once spring grades are posted, request updated official transcripts be sent to [Registrar@klamathcc.edu](mailto:Registrar@klamathcc.edu).

#### **4. Sending Official Transcripts from Previous Colleges/Universities and Your Current High School transcript**

- **Transcripts must be sent directly from the issuing institution.**
- Electronic transcripts may be sent through approved services (Parchment, National Student Clearinghouse, eScrip-Safe).
- Physical transcripts may be mailed to the KCC Registrar's Office. 7390 South 6<sup>th</sup> Street, Klamath Falls, OR 97603.
- **Do not forward PDFs yourself—these are not official!**

## **5. Petition to Graduate (Due March 31, 2025)**

- Log into MyKCC → Student tab → Degree Hub → Petition to Graduate.
- Complete the form, including final courses and a brief note explaining your high school status and transcript plans.
- Submit the form and **watch for a confirmation email in your KCC Outlook inbox**.

# Academic Requirements

Name & Student ID #: \_\_\_\_\_

High School Name: \_\_\_\_\_

Requirements	Completed	Remarks
Advising worksheet reviewed with academic advisor ( <b>review steps 1- 3</b> )		
All General Education Credits <input checked="" type="checkbox"/> <b>Met/Completed</b>		
All Technical core courses <input checked="" type="checkbox"/> <b>Met/Completed</b>		
GPA meets the minimum requirement ( <b>2.0</b> )		
Listed Program on Petition; overall credit hours completed. <b>Example: <input checked="" type="checkbox"/> Associate of Arts Oregon Transfer (Met)</b>		
No incomplete grades on record ( <i>if applicable</i> )		
Course substitution/waiver approved ( <i>if applicable</i> )		
All official transcripts sent and articulated ( <b>Review steps 5 &amp; 6, send by March 31, 2026</b> )		
Petition for graduation submitted by <b>deadline (March 31, 2026)</b>		
<b>KCC Outlook email checked regularly</b> for Petition to Graduate information		
Did you receive an email from your advisor approving your Petition to Graduate?		
Confirm eligibility for commencement <b>(Be sure and check your outlook email at the end of April)</b>		
Contact KCC Bookstore for Gown Size at <b>541-880-2345</b>		
Exit counseling completed ( <i>if applicable</i> )		
Financial holds resolved ( <i>if applicable</i> )		
Email your <b>High School Transcript</b> with graduation Date to <a href="mailto:Registrar@klamathcc.edu">Registrar@klamathcc.edu</a> <b>“Before diploma can be issued”</b> .		

**\*\*\*Parchment will email mail & Text you regarding your diploma access instructions!**