

Wiregrass Georgia Technical College

APPLICATION FOR GRADUATION FORM FY 2012

Summer 2011 – Spring 2012

Each student must complete and submit a graduation application to be evaluated for graduation. Students will not receive a diploma or degree and will not have a final award on their transcript without the completion of this free application form.

I. Student Information: Student Phone Number _____

Student Name: _____ ID #: **900** _____

Student clubs and organizations I have been affiliated with since enrollment:

If planning to participate in a commencement ceremony, please pay the required \$35 participation fee and complete the Commencement Participation Form in a WGTC Bookstore. **Dates will be announced via student announcement emails and published on website.**

II. Placement Questionnaire:

I have completed the attached Placement Follow-Up Survey and Evaluation Questionnaire and Evaluation, which is required for graduation. Graduation applications will not be processed without completed surveys.

Student Signature Date

III. Advisor Approval: **(MUST HAVE ADVISOR SIGNATURE TO BE PROCESSED)**

The advisor's signature below confirms verification of advisee's academic history and his/her progress towards graduation. It is the advisor's responsibility to counsel students on any additional courses needed to complete his/her program(s). Please list all programs the student is eligible to graduate from below. Also, please attach information on any course substitutions that were made for required curriculum. Substitutions will not be allowed without appropriate documented approval.

- | | | |
|----------|----------|----------|
| 1. _____ | 2. _____ | 3. _____ |
| 4. _____ | 5. _____ | 6. _____ |

Circle all that apply: TCC / Diploma / Degree Expected completion date (mm/yy): _____
.....

This student has completed all graduation requirements (or) they are currently registered for and progressing satisfactorily in the courses required for graduation in the program(s) of study listed above.

Advisor Signature Date

Commencement Ceremony Participation

Do you plan to participate in a commencement ceremony? ** YES / NO

If planning to participate, please fill out the **Commencement Participation Form** and pay the \$35.00 fee in your local WGTC Bookstore (form is available in bookstore). **Dates to be announced.** *You will pick up your cap and gown from the bookstore at the time you pay the commencement participation fee.*

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Graduation Requirements

(Please keep this page for your information)

To be eligible for graduation, please make certain that the following requirements have been met:

- Complete an Application for Graduation form by the 2nd week of the quarter you intend to graduate. If you plan to participate – please complete the Commencement Participation Form in a local WGTC Bookstore.
- Complete all courses (“C” or better) and credit hours required as prescribed in the outline by each department and per the catalog in effect the quarter you were admitted into college.
- Have a graduation GPA (grade point average) of 2.0 from the program of study in which you plan to graduate.
- Complete at least 25% of quarter credit hours at Wiregrass Georgia Technical College.
- Satisfy all financial obligations to the college and reconcile any holds.
- Complete the Placement Follow-Up Survey and Evaluation Questionnaire. (Survey attached below)

Graduation Information

The information listed on this application can also be found on the Wiregrass Georgia Technical College website at www.wiregrass.edu.

Cap and Gown

Caps and Gowns will be picked up at the time commencement fee is paid in a WGTC Bookstore.

Cords and Medallions (Cords will be verified and disseminated at graduation)

- Blue Cords – GOAL Students
- Gold Cords – Honor Graduate (Graduation GPA of 3.66 or better) (Calculation based on graduation GPA at the time of the commencement ceremony. Due to the timing of the commencement ceremony all grades are not available for review.)
- Green/Yellow – Student Government
- Medallions – Honor Society Students (Cumulative GPA of 3.66 or higher)

Technical Certificates, Diplomas and Degrees

When all graduation requirements have been met, your technical certificate, diploma or degree will be mailed to you. Awards are mailed approximately one month after the end of each quarter/semester. Late applications cause a delay in the printing and mailing of your award.

Reprint of Degrees

A \$10 fee is required to request a reprint of your certificate. A \$25 fee is required to request a reprint of any Diplomas or Degrees.

Commencement Dates for FY 2012 – Summer 2011 – Spring 2012

Dates for commencement and venues to be announced. Please check student email announcements and website for more information.

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Placement Follow-Up Survey and Evaluation Questionnaire

Dear Student,

We need your help in order to maintain and improve the high level of quality in technical college education of Wiregrass Georgia Technical College. Please take a few minutes and complete this survey today. Your ratings will be grouped with others, and your name will not be associated with the ratings you give. If you have any questions, please contact the Career Services Office at 229-333-2120 or 229-468-2008.

Please PRINT the Following Information:

Date _____

Name (as a student): _____

Student ID Number _____

Mailing Address _____

Telephone/Email _____

Which program were you most recently enrolled in at Wiregrass Tech?

Program: _____

Did you graduate ?

Yes

No

Graduation Date _____

1. What is your present employment status?

Employed full time

Self – Employed

Full time military service

Unemployed, looking for a job Unemployed, not looking for a job (Reason: _____)

Are you currently attending (or will you soon be attending) a technical college, university, or other training facility?

Yes

No

If yes, what is the name of the school? _____

2. What was your reason for attending Wiregrass Georgia Technical College? _____

3. Please supply the following information about your employer:

Company Name: _____

Address: _____

City, State, Zip _____

Name of Immediate Supervisor: _____

Phone Number/Email for Employer: _____

Your Job Title: _____

Your Wage (Average Dollars Per Hour): _____

Is your job related to the vocational training you received at Wiregrass Tech? (Check One)

Job is the **SAME** type work as training; it involves some of the skills taught in your program.

Job is a type of work **RELATED** to training; it involves similar of the skills taught in your program.

Job is **DIFFERENT** type of work than training; it involves no skills taught in your program.

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3. If you are now **UNEMPLOYED**, have you ever worked in a job related to your training at any time after graduating or withdrawing from your program of study listed above at Wiregrass Georgia Technical College? Yes No

If the answer to #3 above is **Yes**, supply the following information about your former employer:

Company Name: _____
Address: _____
Telephone: _____
Your Job Title: _____
Wage (Average Dollars Per Hour): _____
Length of Time Employed: _____

4. What recommendations do you have for improving Wiregrass Georgia Technical College?

5. How would you rate the following areas of your vocational program? If you are not familiar with or did not use a service, please mark "No Opinion."

	Excellent	Good	Fair	Poor	No Opinion/Have Not Used Service
A. Methods of Instruction	()	()	()	()	()
B. Program Content	()	()	()	()	()
C. Facilities and Equipment	()	()	()	()	()
D. Instructor Interest	()	()	()	()	()
E. Guidance Services	()	()	()	()	()
F. Career Services	()	()	()	()	()

6. Which programs or courses that are not currently taught would you like to see offered?

8. Would you recommend Wiregrass Georgia Tech to others? Yes No

9. If you did not graduate, why did you leave the program? Explain.

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Thank you for completing this questionnaire! Please return this form by email to jobplacement@wiregrass.edu or by fax to 229-259-2095 or 229-468-2110, or to the Career Services Office.

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