

Graduation Requirements and Application

2016 - 2017



To Graduate From Your Program of Study (required)

Complete the **FREE Application for Graduation** form (page 3) during your advisement session before your last semester. Have your Advisor sign the form before submission. **This graduation application must be submitted to the Registrar's Office before you can be awarded as a graduate.** This form may be submitted in advance of the Commencement Participation Form and fee.

Please submit as soon as possible to begin the evaluation process.

To participate in Commencement Ceremony (optional)

Graduate candidates who plan to participate in the ceremony must complete the following steps:

1. Complete the Commencement Participation Form in their local WGTC Bookstore; and
2. Pay the \$35.00 participation fee by the publication deadline of the semester they plan to walk.

This is not the application for graduation.

Requirements to Graduate

1. Complete all occupational courses with a "C" or better.
2. Meet the required credit hours prescribed by each department and catalog (curriculum) in effect the semester you were admitted into program.
Students who have a break in enrollment will be entered under a new catalog term. Course substitutions or waivers must be approved by the Program Coordinator or Academic Dean of the course area. Some courses are subject to a 10-year expiration date.
3. Have a cumulative Graduation Grade Point Average of 2.0 in major and cannot be on Academic Dismissal.
Students who have a Graduation GPA (average of all courses specifically applied toward your graduation for the major) of at least 3.5 will graduate with honors.
Please Note: Graduation GPA is calculated using final grades. Your honor status for commencement will reflect all of your final grades at the time of commencement and may not reflect expected grade changes or IPs. Transient grades and transfer credit do not affect your grade point average
4. Complete at least 25% of program credit hours at Wiregrass Georgia Technical College.
5. Satisfy all financial obligations to the College and reconcile any holds.
6. Complete the Alumni and Placement Follow-Up Survey (page 4).
This survey may be completed using page 4 of this application, or by using the Alumni and Placement Follow-Up Survey link on the WGTC Graduation Services webpage.
7. Complete the **FREE Application for Graduation** (page 3) and submit to the Registrar's Office as soon as you are advised for your final classes.

Graduation Ceremony Information

2016 - 2017



Cap and Gown

Caps and Gowns will be picked up at the time Commencement Participation Fee is paid in a WGTC Bookstore. *Please adhere to the recommended dress code guidelines for the commencement ceremony.*

Cords and Medallions (Cords will be verified by authorized staff and disseminated at graduation)

- **Blue Cords** – GOAL Students
- **Gold Cords** – Honor Graduate (Graduation GPA of 3.5 or better)
- **Green** – Student Government Association (SGA)
- **Red Cords** – Skills USA
- **Purple Cords** – Wiregrass Georgia Collegiate Fellowship
- **White Cord and Tassel** – National Technical Honor Society (NTHS) Members (*Cumulative GPA of 3.66 or higher*)
- **Red, White, and Blue Cord** – Student Veterans of America (SVA)

Technical Certificates, Diplomas and Degrees (Must submit the free application to be awarded)

Your technical certificate, diploma or degree will be available for pick up on your home campus approximately one month after the end of the semester when all graduation requirements have been met (*for those who have completed the free application*). You will receive notification via your student email account and Wiregrass social media with date and location for pick up. *Applications received after the posted publication deadline below may result in a delay in the printing of your credential. Reprints of diplomas are printed at the end of each month.*

Publication Deadlines: Summer 2016 Semester: June 27, 2016

Fall 2016 Semester: September 29, 2016

Applications received after the publication deadline date *may not* be listed in the commencement program. Late applicants may also experience a delay in receiving their technical certificate, diploma or degree.

Reprint of Degrees

Diplomas and degrees are printed once per month and cannot be printed through the Registrar's Office or on demand. A \$20 fee is required to request a reprint of your certificate, diploma, or degree. *Please insure that your address is correct in BanWeb if you make arrangements for diploma reprint to be mailed.*

Upcoming Commencement Ceremony Date and Location

• Summer 2016 Commencement Ceremony:

Wednesday, August 3, 2016 • Mathis Auditorium in Valdosta, Georgia

- Professional and Technical Programs 1:30 p.m.
- Medical and Business Programs 3:30 p.m.
 - Medical students will be pinned during the Commencement Ceremony (*if applicable*)

• Fall 2016 Commencement Ceremony:

Friday, December 16, 2016 • UGA Conference Center in Tifton, Georgia

- All credit programs and GED graduates 10:00 a.m.
 - Medical students will be pinned during the Commencement Ceremony (*if applicable*)

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

Please check your student email account for the latest updates and announcements.

Application for Graduation Form

2016 - 2017



Please complete this **FREE** Application for Graduation Form, have your advisor sign, and submit to the Registrar's Office **before** the publication deadline.

Turning this form in early guarantees promptness in awarding and printing of Technical Certificates, Diplomas, and Degrees.

I. Student Information:

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

Phone Number: _____ Student Email: _____

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

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

YES **NO** I consent to my name and program information being included in the commencement program.

Note: All graduate applicants who apply by the deadline will be included in the commencement program unless "NO" is selected above.

To participate in a commencement ceremony, you must also do the following by the publication deadline:

- 1) Complete the Commencement Participation Form in one of the WGTC Bookstores
- 2) Pay the required **\$35 Commencement Participation Fee.**

Student Signature _____
Date

II. Advisor Approval: (REQUIRED)

Advisor, by signing below, you are confirming verification of your advisee's academic history and his/her readiness for graduation.

Please attach information for course substitutions that were made for required curriculum. Substitutions will not be allowed without appropriate documented approval (DegreeWorks notation, emails from Program Coordinator or Academic Dean are sufficient).

Please list all of the programs from which the student is eligible to graduate:

Program 1: _____ Expected Completion Date (mm/yy): _____

Program 2: _____ Expected Completion Date (mm/yy): _____

This student has completed all graduation requirements he/she is currently registered for and is progressing satisfactorily in the courses required for graduation in the program(s) of study listed above.

Advisor Signature (REQUIRED) _____
Date

Warranty of Graduates: The Technical College System of Georgia (TCSG) guarantees the skills of its students for two years after they graduate from a degree or diploma program of study. Graduates who are found to be deficient in one or more competencies as defined in the curriculum standards can retake the related course work at no instructional cost to the graduate or employer, at any TCSG institution within the state. This warranty applies only to graduates who are employed in their fields of training. Contact the Academic Affairs office for more information.

Placement Follow-Up Survey & Evaluation Questionnaire

2016 - 2017



Dear Student: By completing this survey, you help us maintain and improve the quality of education at Wiregrass. Your ratings are grouped with others for statistical reporting and your name will be confidential. **Please return this form to the Career Services Office on your campus, by email to jobplacement@wiregrass.edu or by fax to 229-333-2153 or 229-468-2110. Thank you for completing this survey!**

Please PRINT the following information:

Name: _____ Student ID #: _____ Date: _____

Mailing Address: _____

Telephone #: _____ Email Address: _____

Which program(s) were you **most recently** enrolled in at Wiregrass? _____

Reason for attending WGTC: _____ Graduation Date: _____

What is your present employment status? (Check One)

Employed Part Time Employed Full Time Self-employed Military Unemployed, Looking for a Job

Unemployed, Not Looking for Job (Please provide a Reason): _____

YES NO **Are you currently attending (or will you soon be attending) a technical college, university, or other training facility, including WGTC?** If yes, what is the name of the school? _____

Please supply the following information about your employer:

Note: If you are now unemployed but worked in a job related to your training while in school or after graduating please include this information.

Company Name: _____

Address, City, State, Zip: _____

Name of Immediate Supervisor: _____ Employer Phone #: _____

Your Current Job Title: _____ Your Current Wage Per Hour: _____

Is your job related to the training you received at Wiregrass Georgia Technical College? (Check One)

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

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

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

How would you rate the following areas of your occupational program?

	Excellent	Good	Fair	Poor	No Opinion/Not Used
A. Methods of Instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Program Content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Facilities and Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Instructor Interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Guidance Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Career Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. What recommendations do you have for improving WGTC? _____

5. Which programs/courses that are not currently taught would you like to see offered? _____

6. Would you recommend Wiregrass Georgia Tech to others? YES NO

7. Were you satisfied with the NACELink CSM system for posting your resume and your job search? YES NO