



APPLICATION TO GRADUATE

Degree—Diploma—Certificate

Receipt # _____

Instructions

Complete this form with your program advisor and submit to the Office of Student Affairs.
All Academic and Financial Aid obligations must be met prior to Graduation.
Allow approximately six weeks after the semester ends for an Official Award to be noted on a student transcript.
Students will be notified when Credentials are ready for pickup.

I plan to Participate in ceremony. I do **NOT** plan to participate in the graduation ceremony.

The fee is \$40 for processing Degree, Diploma or TCC
An additional \$35 fee for Cap/Gown is required for Graduation, payable to Balfour Rep.

I would like my credentials mailed. I would like to pick my credentials up during the designated times.

STUDENT

Print Name _____ Student ID# _____
(This is exactly how it will appear on your diploma/degree/certificate)

Home phone (____) _____ Other phone (____) _____ Email _____

Mailing Address _____ State _____ Zip _____

Signature _____ Date _____

Employment Status: (You must choose)

Employed in Field Employed in Related Field Serving in the Military

Unemployed Continuing Education

Unavailable for employment Employed in Unrelated Field

PROGRAM ADVISOR

Which term will this student be eligible to complete the program(s) of study listed below?
 Summer Fall Spring Year _____

Award (s) Requested:

_____ List program name you are completing and circle type: AAS Diploma TCC
Major Code _____

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Major Code _____

FOR OFFICE USE ONLY

Status _____

Status _____

Status _____

Status _____

Degree Works attached { } Program Advisor Signature _____ Date _____

The graduation application process is initiated by the student with help from their program faculty advisor. This application should be submitted the **same month** the student pre-registers for their last term of classes. **Verify the spelling of your full name** in Banner Web and visit Admissions for address, telephone and/or name changes. **Your name will be printed as indicated on this application** and your award will be mailed to the address indicated in Banner Web.

As set forth in full in the Student Handbook/Course Catalog, Southern Crescent Technical College is an Equal Opportunity Institution and does not discriminate on the basis of race, color, national origin, sex, age or disability.