SOUTHERN CRESCENT TECHNICAL COLLEGE

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 and TCC
An additional $38 fee for Cap/Gown is required for Graduation, payable to Scholastic Images.

[   ] 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 _____ City_____ State _____ Zip _____

Signature _____ Date _____

Employment Status: Are you employed? _____ Yes _____ No

Where are you working currently? _____

What is your job title? _____

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:

	FOR OFFICE USE ONLY

_____ List Major Code you are completing and circle type: AAS   Diploma   TCC | Status _____

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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.

Revised 11.30.2021