GRADUATION INSTRUCTIONS

CAMPUS LOCATIONS	
Wallace Campus in Dothan: Admissions and Records Office Graduation Contact: Marlana Sanders email: **graduation@wallace.edu**	**Sparks Campus in Eufaula:** Student Services Office Graduation Contact: Wendy Weston email: **graduation@wallace.edu**

Apply: APPLICATION MUST BE SUBMITTED BY THE DEADLINE APPROPRIATE TO YOUR TERM OF GRADUATION

(Refer to the **Important Dates** section on the Graduation Information webpage.)

➢ Complete the Online graduation survey at http://www.wallace.edu/gradsurvey .
➢ Complete and return the **Application for Graduation** to your CAMPUS LOCATION by the deadline**.**
  • Please print legibly. The name that appears on your diploma is taken from your graduation application (and should be the same as your student record). Notify your graduation contact of any name changes.
➢ Submit payment for a diploma and cover to the Business Office **prior** to returning completed application.
  • The cashier will document the payment on your graduation application.
  • There are **no refunds** if you are unable to graduate.

Check Your Email: ALL CORRESPONDENCE PERTAINING TO GRADUATION WILL BE SENT TO STUDENT EMAIL.

➢ An official checklist is prepared that confirms the final requirements for completing your degree or certificate.
➢ Your graduation checklist will be sent to your student email.

Register for classes:

➢ The day of graduate registration you must have a printed checklist in order to register.
➢ This session is conducted for all graduation applicants who applied by the appropriate deadline.

Graduate Registration Locations:
➢ Wallace Campus in Dothan - Grimsley Hall, Counseling Services - Room 125
➢ Sparks Campus in Eufaula - Advisor's Office

Ceremony: THE DEADLINE TO PURCHASE A CAP AND GOWN IS THURSDAY, DECEMBER 6, 2018.

Please consult with family and/or friends before deciding whether to participate in the graduation ceremony. Often family members want to share this milestone. If you do not order graduation regalia, diploma, and cover by the deadline, you will not be able to participate. The graduation ceremony **is not** the same as the **CAPPING AND PINNING CEREMONY** held by some programs.

➢ To participate in the graduation ceremony in May 2019, you must pay for the cap and gown in the Bookstore.
➢ There are **no refunds** if you are unable to graduate or attend the graduation ceremony.
➢ If you change your name and/or address, you must notify your Graduation Contact at graduation@wallace.edu .
➢ If you have indicated that you will be participating in the Graduation Ceremony, your diploma and cover will be **held by the Registrar** and presented to you at the Ceremony in May.

Honor Society Members: Please check with your coordinator to find out information regarding ordering special tassels, etc. for the graduation ceremony.

Diploma Processing: Diploma processing may take 6 - 8 weeks after the end of the term.

If you paid for a diploma and cover and have indicated that you do not wish to participate in the ceremony, your diploma will be mailed to the address from your admissions file**.**

Wallace Community College

Wallace Campus at Dothan, Sparks Campus at Eufaula

APPLICATION FOR GRADUATION

Student ID Number _____   Term of Graduation: **Summer 2018 - August**

Name to appear on diploma _____
(print clearly)   First   Middle   Last

_____
Current Street Address-Records will be updated upon receipt   City   State   Zip

Telephone (_____)_____ T-Shirt size (S-XXXL)_____

Are you a member of any honor society? □ Phi Theta Kappa □ Sigma Kappa Delta □ National Technical Honor Society

Have you applied for graduation at WCC before? □ no □ yes - If yes, which term/year?_____

Degree or Certificate you are applying for (Programs and Options are listed on back of form):

□ Associate in Science (AS)	□ Associate in Applied Science □ Certificate □ Short Term Certificate
□ Associate in Arts (AA)	Title of Program: _____

□ Reverse Transfer: College_____ (Transferred, and are sending eligible credits back to WCC for the purpose of attaining a degree or certificate.)

IMPORTANT: Graduation is subject to verification by the Registrar. Applicant's official transcript will reflect any degree(s) or certificate(s) earned as of the end of the term of graduation noted on this form once graduation is verified by the Registrar.

Action Requested Regarding Your Graduation:

_____   **I will be participating in the Graduation Ceremony in May.**

    Diploma and Cover…$21.50 - **Pay in the Business Office**
    Cap and Gown……… **Pay in the Campus Bookstore** before the December deadline.
    I must have Graduation regalia, diploma, and cover in order to participate in the Graduation Ceremony.
    I understand that my diploma will be held by the Registrar and presented at the ceremony.

_____   **I do not wish to participate in the Graduation Ceremony but wish to receive a diploma.**

    Diploma and Cover…..$21.50 - **Pay in the Business Office**
    I understand that my diploma will be mailed to the address listed above and that processing may
    take up to 8 weeks after the end of the term.

_____   **Post to Transcript Only**………..**No Cost**

I certify that I have read and understand the graduation instructions and my responsibilities. I understand that if I fail to follow any part of the instructions that my graduation may be delayed one term.

Student Signature _____   Date _____

OFFICE USE ONLY

Cap and gown order _____Yes ___No	□ GRRGA □ Pre-Scan □ emailed_____ □ 25% Residency
Clear to Graduate _____Yes ___No	□ Completed Degree Requirements _____ _____
If **no**: □ Library □ Business Office □ Security Office	Cum. GPA Honor GPA
Date Mailed (if applicable)_____	Registrar/Designee _____Date_____

Distribution: Admissions and Records, Wallace Campus or   **Student Services, Sparks Campus**   Revised 4/2017

Degrees and Certificates

Check Program, Circle Degree Option, and Write program and option in on front:

Program: Options:

_____Associate in Arts   AA
_____Associate in Science   AS

_____Air Cond./Refrigeration   AAS   CER   STC
    Short Certificate Options:
        _____Air Cond/Refrigeration
        _____Electrical
        _____Heating

_____Applied Engineering Technology
    (formerly Industrial Maintenance)
        _____Industrial Systems Tech   AAS
        _____Nuclear Systems Tech   AAS
        _____Manufacturing Syst. Tech   AAS

    Short Certificate Options:
        _____Manufacturing Production Technology
        _____Industrial Systems Technology
        _____MSSC Certified Production Technology

_____Associate Degree Nursing-RN   AAS

_____Automotive Technology   AAS   CER
    Short Certificate Options:
        _____Basic Automotive/Trucking Service & Repair
        _____Agricultural Tech/Equipment Service & Repair

Business Technologies:
        _____Accounting Technology   AAS
        _____Business Comp Applications   AAS
        _____Office Administration   AAS
        _____Supervisory Management   AAS

_____Cabinetmaking
    Short Certificate Options (STC):
        _____Cabinetmaking
        _____Furniture Construction

Child Development:
        _____Administrator   AAS   CER
        _____Educarer   AAS   CER
    Short Certificate Options:
        _____Child Development
        _____CDA Educational Requirement

Computer Information Science:
        _____Computer Programming   AAS
        _____Microcomputer Specialist   AAS
        _____Software Development   AAS
        _____Cyber Security   AAS
        _____Mobile App Development   AAS

Program: Options:

_____Cosmetology   CER
    Short Certificate Options:
        _____Cosmetology—Nail Technology
        _____Cosmetology – Esthetics Technology

Criminal Justice:
        _____Law Enforcement   AAS
        _____Forensic Investigation   AAS

_____Electrical Technology   AAS   CER   STC
    Short Certificate Options (STC):
        ___Industrial Electricity
        ___Residential and Commercial Wiring

_____EMS- Paramedic   AAS   CER   STC
    Short Certificate Options (STC):
        ___EMT
        ___Advanced AEMT

_____Engineering Graphics and Animation *(formerly Drafting)*
        _____Architectural Graphics   AAS   CER
        _____Engineering Graphics   AAS   CER
        _____3-D Design and Animation   AAS   CER

    Short Certificate Options:
        _____Mechanical Drafting
        _____Architectural and Related Trades Drafting

_____Medical Assisting   AAS
        _____Phlebotomy Short Certificate

_____Physical Therapist Assistant   AAS

_____Practical Nursing   CER

_____Radiologic Technology   AAS

_____Respiratory Therapist   AAS

_____Small Engine Repair   STC

_____Welding Technology   CER
    Short Certificate Options:
        _____Advanced Pipe Welding (Stainless Steel)
        _____Advanced Mig Welding (Aluminum)
        _____Welding