

Graduation Instructions

Congratulations Graduates! The faculty and staff of Wallace Community College are delighted about your upcoming graduation. The deadline to apply for Summer Semester 2013 graduation is **March 15, 2013**. Please follow the instructions below to apply for graduation.

1. Complete the online graduation survey at <http://www.wallace.edu/gradsurvey>. Once completed, print and sign the signature page. You may use an on-campus computer lab or a personal computer with printing capability to complete the survey.
2. Complete the [Application for Graduation](#) form. Print legibly on your graduation application. The name that appears **on your diploma** is pulled from this document and may be incorrect if not written in a legible manner. Your name should be the same as what is on your permanent record.
 - If your name is different, please clear up any issues with the Admissions/Records Office on the Wallace Campus in Dothan or the Student Services Office on the Sparks Campus in Eufaula.
3. Once completed, return the Application for Graduation form and the survey signature form to the Admissions/Records Office on the Wallace Campus in Dothan or the Student Services Office on the Sparks Campus in Eufaula. This must be returned no later than **March 15, 2013**.
 - If you are requesting a diploma and cover, the cost is \$21.50 and you must pay for this in the Business Office by **March 15, 2013**. There are **no refunds** if you are unable to graduate.
4. A **special registration session is scheduled for April 9, 2013**. This session is conducted for all summer graduation applicants. Once your graduation application has been received, a graduation check-sheet is prepared. This confirms the final course requirements for completing your degree or certificate.
 - You must pick up the graduation check sheet, prior to registering, on **April 9, 2013** from the Admissions and Records Office on the Wallace Campus in Dothan or the Student Services Office on the Sparks Campus in Eufaula. You will need this when meeting with your advisor.
 - Photo ID is required to pick up your check sheet!

Graduate Registration Locations:

- Wallace Campus in Dothan - Grimsley Hall, Counseling Services - Room 125
- Sparks Campus in Eufaula - Advisor's Office

5. If you plan to participate in the graduation ceremony in May 2014, you must pay for the cap and gown in the Bookstore by December 13, 2013. There are **no refunds** if you are unable to graduate or attend the graduation ceremony.
6. If you change your name and/or address, please notify your Graduation Contact (Ms. Laura Armstrong–Dothan, Ms. Wendy Weston-Eufaula) in addition to the Admissions/Records Office on the Wallace Campus in Dothan or the Student Services Office on the Sparks Campus in Eufaula.
7. Diploma Processing: The official transcript will reflect any degree(s) or certificate(s) earned as of the end of the term noted on the graduation application once graduation is verified by the Registrar.
 - 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 provided on your graduation application and not to the address in your admissions file. Processing may take up to 6 weeks after the end of the term.
 - 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.

Important Dates:

March 15, 2013 - Deadline to apply for Summer Semester 2013 graduation.

March 15, 2013 - Deadline to purchase Diploma and cover in the Business Office.

April 9, 2013 - Registration session (one day) for Summer 2013 graduation applicants.

December 13, 2013 - Deadline to purchase Cap and Gown in the Bookstore.

Honor Society Members:

Please check with your coordinator to find out information regarding ordering special tassels, etc. for graduation.

NOTE: Please consult with family and/or friends before deciding whether or not 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.



Wallace Community College

Wallace Campus at Dothan, Sparks Campus at Eufaula

APPLICATION FOR GRADUATION

Student ID Number _____ Term of Graduation: **Summer 2013**

Name (to appear on diploma) _____
First Middle Last

Street Address _____

City _____ State _____ Zip _____ Telephone (____) _____

IMPORTANT: All participants in the graduation ceremony must have graduation regalia, diploma, and cover. Additionally, graduation information will be recorded on the transcript. Students not participating in the graduation ceremony will have their graduation recorded on the transcript; however, no diploma will be ordered unless a specific request is made. The cost of the diploma and cover is listed below. Students participating in the graduation ceremony must also order cap and gown through the bookstore at your campus location.

Action Requested Regarding Your Graduation:

_____ **I will be participating in the Graduation Ceremony in May 2014.** I understand that my diploma will be held until the ceremony but my official transcript will reflect any degree(s) or certificate(s) earned as of end of the term of graduation noted on this form. Graduation is subject to verification by the Registrar. **Cost for Diploma and Cover.....\$21.50**

_____ **I do not wish to participate in the Graduation Ceremony but wish to receive a diploma.** I understand that my diploma will be mailed to the address listed above and that processing may take up to 6 weeks after the end of the term. The official transcript will reflect any degree(s) or certificate(s) earned as of the end of the term of graduation noted on this form. Graduation is subject to verification by the Registrar. **Cost for Diploma and Cover.....\$21.50**

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

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

Title of Degree or Certificate (Refer to back of form) _____

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 _____ Today's Date _____

OFFICE USE ONLY

Cap and gown order _____ Yes _____ No

☐ GRRGA ☐ Survey ☐ DOD ☐ FC

Clear to Graduate _____ Yes _____ No

☐ Completed Degree Requirements - GPA _____

☐ Library ☐ Business Office ☐ Security Office

☐ 25% Residency Requirement Met

Checked by _____ Date _____

Date Mailed (if applicable) _____

Degrees and Certificates

Check Program, Circle Degree Option, and Write in on Front:

____ Associate in Arts	AA			
____ Associate in Science	AS			
____ Air Conditioning/Refrigeration	AAS	CER	STC	
Short Certificate Options:				
____ Electrical ____ Air Conditioning/Refrigeration ____ Heating				
____ Associate Degree Nursing (RN)	AAS			
____ Auto Body Repair	CER	STC		
____ Automotive Technology	AAS	CER	STC	
Short Certificate Options:				
____ Brake Systems				
____ Electrical/Electronic Systems				
____ Heating and Air Conditioning				
Business Technologies				
____ Accounting Technology	AAS	CER		
____ Business Computer Applications	AAS	CER		
____ Office Administration	AAS	CER		
____ Supervisory Management	AAS	CER		
____ Cabinetmaking		CER	STC	
Short Certificate Options:				
____ Cabinetmaking ____ Furniture Construction				
____ Carpentry				STC
Child Development				
____ Administrator	AAS	CER		
____ Educarer	AAS	CER		
____ Child Development				STC
____ CDA Educational Requirement				STC
Computer Information Science				
____ Computer Programming	AAS	CER		
____ Microcomputer Specialist	AAS	CER		
____ Cosmetology		CER		
____ Cosmetology—Nail Technology				STC
Criminal Justice				
____ Cyber Security/Computer Forensics	AAS			
____ Law Enforcement	AAS			
____ Forensic Science	AAS			
____ Drafting and Design Technology	AAS	CER	STC	
Short Certificate Options:				
____ Mechanical ____ Architectural				
____ Electrical Technology	AAS	CER	STC	
Short Certificate Options:				
____ Industrial Electricity ____ Residential and Commercial Wiring				
____ Emergency Medical Services	AAS	CER		
____ Advanced EMT				STC
____ EMT				STC
____ Industrial Systems Technology	AAS	CER	STC	
____ Masonry		CER	STC	
____ Medical Assisting	AAS			
____ Medical Transcription				STC
____ Phlebotomy				STC
____ Nuclear Engineering Technology	AAS			
____ Physical Therapist Assistant	AAS			
____ Plumbing		CER	STC	
____ Practical Nursing (PN)		CER		
____ Radiologic Technology	AAS			
____ Respiratory Therapist	AAS			
____ Small Engine Repair				STC
____ Welding Technology		CER	STC	