

FOR ADVISOR COMPLETION ONLY

Student Name _____ Student ID# _____

Email _____

Major _____ AAS AS Diploma Certificate

Completion Term _____

Program GPA at time of audit (2.0+) _____

Final Program GPA (2.0+) _____

Honor Graduate (3.75-3.99) (Distinction GPA 4.0+) _____

Graduation Status: Pending/On Track Outstanding Requirements

Coursework Pending/Comments _____

Advisor Signature _____ Date _____

FOR REGISTRAR OFFICE USE ONLY

- High School/GED/Transfer Credit Documentation on File
- Meets TCSG residency requirements of completion of at least 25% of course work in a major at Southern Crescent Technical College

(Total program hours required X .25 = number hours taken at SCTC to meet residency requirement)

Completion Term _____

Graduation Status Pending/On Track Outstanding Requirements

Coursework Pending/Comments _____

Evaluator Signature _____ Date _____

Southern Crescent Technical College does not discriminate on the basis of race, color, creed or religion, military status, national or ethnic origin, sex, age, or disability. The following persons has been designated to manage inquiries regarding the non-discrimination policies: Eben Risper, Title IX Coordinator for the Griffin Campus, Henry County Center, and Fayette County Center, 501 Varsity Road, Griffin, GA 30223, eben.risper@sctech.edu, 770-228-7382; Teresa Brooks, ADA/Section 504 Coordinator for the Griffin Campus, Henry County Center and Fayette County Center, 501 Varsity Road, Griffin, GA 30223, teresa.brooks@sctech.edu, 770-228-7258; Mary Jackson, Title IX and ADA/Section 504 Coordinator for the Flint River Campus, Butts County Center and Jasper County Center, 1533 Highway 19 South, Thomaston, GA 30286, mary.jackson@sctech.edu, 706-646-6224.



APPLICATION TO GRADUATE

Degree—Diploma—Certificate

Instructions/Information

Complete this form with your faculty program advisor and submit it to the Office of the Registrar. All Academic and Financial Aid obligations must be met prior to Graduation or this will delay receiving your credentials and/or transcripts. Allow approximately 8 to 10 weeks after the semester ends for an Official Award to be noted on a student transcript and for credentials to be ready. **Beginning Summer 2023, credentials are issued by Parchment. Notifications will be sent by email and text. **

Receipt # _____

The graduation application processing fee is \$40 (non-refundable).

An additional fee for regalia is required for graduation participation and is payable to Scholastic Images.

PLEASE COMPLETE THIS SECTION:

[] I plan to participate in the graduation ceremony. [] I do NOT plan to participate in the graduation ceremony.

*SCTC has teamed with Parchment to offer Diplomas on Demand. Parchment will issue both a digital and hard copy of degree and diploma credentials. Parchment will issue a digital copy only of TCC credentials. All hard copy TCC credentials will be issued by the Registrar's Office.

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

STUDENT

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

Cell phone (____) _____ Email (personal) _____

Mailing Address _____ City _____ State _____ Zip _____ (This is the address where your credentials will be mailed)

Signature _____ Date _____

Employment Status: Are you Employed? ____ Yes ____ No

Where are you working currently? _____

What is your job title? _____

**The graduation application process is initiated by the student with the help of their faculty program advisor. The application should be submitted the same month the student pre-registers for their last term of classes. Your name will be printed as indicated on this application and your award will be mailed to the address as listed on this application. All notifications will be sent to the email and phone number on this application.

PROGRAM ADVISOR

Which term will this student be eligible to complete the program(s) of study listed below?

[] Summer [] Fall [] Spring Year _____

AWARDS REQUESTED

_____ List Major Code student is completing and circle type: Degree Diploma TCC

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_____ List Major Code student is completing and circle type: Degree Diploma TCC

_____ List Major Code student is completing and circle type: Degree Diploma TCC

[] Minimum of 25% curriculum completed at home school [] Degree Works attached

Program Advisor Signature _____ Date _____

FOR OFFICE USE ONLY

Status _____

Status _____

Status _____

Status _____