

Associate Degree • Diploma • Certificate

Program Completion Application

with

Advisor Certification



Central Carolina Technical College
506 N. Guignard Drive
Sumter, SC 29150
(803) 778-1961

■ *General Instructions for Completing the Application* ■

All candidates for degrees, diplomas, and certificates are required to submit a completed Program Completion Application. Candidates who will be completing requirements for graduation in either **December 2009, May 2010, or August 2010** must complete and **return this application and survey to the Cashier.**

If you complete your program in December 2009, May 2010, or August 2010, you should participate in the May 7, 2010 Graduation ceremony.

YOU MUST:

- 1. Complete all requested information on this application.**
- 2. Complete all requested information on the Graduate Survey.**
- 3. Return the completed Program Completion Application and Graduate Survey to the Cashier.**
- 4. Check your myCCTC account to ensure that all library books, fines, or any other obligations to the College have been cleared for your graduation. Your degree, diploma, or certificate will not be conferred until your records are cleared of these obligations.**

■ *If you plan to attend the Graduation ceremony, you must contact the bookstore to order and pay for your cap and gown.*

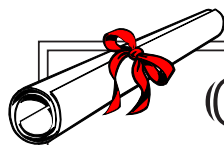
■ *Important Dates* ■

November 12, 2009 - Deadline to submit PROGRAM COMPLETION APPLICATION to the Cashier for DECEMBER 2009 completion.

April 13, 2010 - Deadline to submit PROGRAM COMPLETION APPLICATION to Student Records for MAY 2010 or AUGUST 2010 completion.

March 1, 2010 - Deadline to order caps and gowns from Central Carolina's bookstore.

Graduate names will not appear in the Graduation ceremony program if the Program Completion Application is received after April 13, 2010.



Graduation Ceremony
Sumter County Exhibition Center
May 7, 2010 • 7:00 p.m.

Graduates must be there no later than 6:00 p.m.



Tear along fold

OFFICIAL USE ONLY

- | | |
|--|---|
| 1. Date application received by Registrar's Office _____ | 7. Program Grad GPA _____ Cumulative GPA _____ |
| 2. Program _____ <input type="checkbox"/> Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate | 8. <input type="checkbox"/> Cum Laude <input type="checkbox"/> Magna Cum Laude <input type="checkbox"/> Summa Cum Laude |
| 3. Semester Completed <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer | 9. Date _____ Registrar's Signature _____ |
| 4. Advisor _____ | 10. Date Awarded in System _____ |
| 5. Date application returned by advisor _____ | 11. Date Mailed _____ |

■ Program Completion Application ■

Your degree, diploma or certificate will be ordered from this form; therefore, it is important that all blanks on the Program Completion Application be accurate. A \$25 reorder fee will be assessed if incorrect information is provided. You will be required to pay for the corrected certificate, diploma, or degree BEFORE it is reordered.

TO BE COMPLETED BY STUDENT:

■ PRINT VERY CLEARLY.

SOCIAL SECURITY NUMBER/COLLEGE WIDE ID _____

■ PRINT YOUR NAME BELOW THE WAY YOU WISH IT TO APPEAR ON YOUR DEGREE, DIPLOMA OR CERTIFICATE.

FIRST NAME

MIDDLE INITIAL

LAST NAME

SR., JR., III, etc.

■ PERMANENT/FORWARDING ADDRESS - All correspondence, (commencement information, degree/diploma/certificate, etc.) will be sent to this address.

STREET, PO BOX _____

CITY _____

STATE _____

ZIP CODE _____

■ ADDITIONAL INFORMATION REQUIRED

PHONE (____) _____

E-MAIL ADDRESS _____

1. Program (See page 4) _____ Degree Diploma Certificate
2. Month and year you will complete all courses for graduation.
 Fall-December _____ Spring-May _____ Summer-August _____
(year) (year) (year)
3. Are you planning to participate in the graduation ceremony in May? Yes No If yes, do you require any special accommodation? _____
4. Do you plan to transfer? Yes No College or university _____
Student's Signature _____ Date _____

Please return this form to the Cashier.

■ Advisor Certification ■

TO BE COMPLETED BY ADVISOR AND DEPARTMENT CHAIR

Student is completing requirements for graduation under _____ catalog in _____ program.

Advisement sheets for graduation must include all updated information.

Advisor's Signature _____

Date _____

Department Chair Signature _____

Date _____

■ *Programs of Study* ■

■ ASSOCIATE DEGREE:

Program Title

Associate Degree in Agriculture • Major in Natural Resources Management
Associate Degree in Arts
Associate Degree in Business • Major in Accounting
Associate Degree in Business • Major in Management
Associate Degree in Business • Major in Office Systems Technology
Associate Degree in Computer Technology • Major in Computer Technology
Associate Degree in Electronics Technology • Major in Electronics Technology
Associate Degree in Engineering Technology • Major in Engineering Graphics Technology
Associate Degree in Engineering Technology • Major in Environmental Engineering Technology
Associate Degree in Health Science • Major in Nursing (ADN)
Associate Degree in Industrial Technology • Major in Electronics Technology
Associate Degree in Occupational Technology • Major in General Technology
Associate Degree in Public Service • Major in Criminal Justice Technology
Associate Degree in Public Service • Major in Early Care and Education
Associate Degree in Public Service • Major in Paralegal
Associate Degree in Science
Other (Specify) _____

■ ASSOCIATE DEGREE IN APPLIED SCIENCE:

Program Title

Associate Degree in Applied Science • Major in Natural Resources Management
Associate Degree in Applied Science • Major in Accounting
Associate Degree in Applied Science • Major in Management
Associate Degree in Applied Science • Major in Administrative Office Technology
Associate Degree in Applied Science • Major in Computer Technology
Associate Degree in Applied Science • Major in Electronics Technology
Associate Degree in Applied Science • Major in Engineering Graphics Technology
Associate Degree in Applied Science • Major in Environmental Engineering Technology
Associate Degree in Applied Science • Major in Nursing (ADN)
Associate Degree in Applied Science • Major in Electronics Technology
Associate Degree in Applied Science • Major in General Technology
Associate Degree in Applied Science • Major in Criminal Justice Technology
Associate Degree in Applied Science • Major in Early Care and Education
Associate Degree in Applied Science • Major in Paralegal

■ DIPLOMA:

Program Title

Diploma in Business • Major in Automated Office
Diploma in Engineering Technology • Major in Engineering Graphics
Diploma in Health Science • Major in Medical Assisting
Diploma in Health Science • Major in Nursing (PN)
Diploma in Health Science • Major in Surgical Technology
Diploma in Industrial Technology • Major in Automotive Mechanics
Diploma in Industrial Technology • Major in Machine Tool
Diploma in Public Service • Major in Early Childhood Development
Other (Specify) _____

■ DIPLOMA IN APPLIED SCIENCE:

Program Title

Diploma Applied Science • Major in Administrative Support
Diploma Applied Science • Major in Early Childhood Development
Diploma Applied Science • Major in Engineering Graphics
Diploma Applied Science • Major in Machine Tool
Diploma Applied Science • Major in Medical Assisting
Diploma Applied Science • Major in Nursing (PN)
Diploma Applied Science • Major in Surgical Technology

■ CERTIFICATE:

Program Title

Accounting Specialist
Advanced Air Conditioning and Heating
Advanced Mechatronics Technology
Advanced Pipe Welding
Advanced Tool Making
Automotive Diagnostic Technology
Automotive Technology
Basic Air Conditioning and Heating
Basic Mechatronics Technology
Basic Residential Wiring
College Studies
Computer Specialist
Cosmetology
Early Childhood Development-Certificate
Electrical Technician
Electro-Mechanical Workforce I
Electro-Mechanical Workforce II
End User Support
General Education
General Studies
Health Science Prep
Industrial Electricity/Electronics
Industrial Maintenance Workforce I
Industrial Maintenance Workforce II
Infant and Toddler Care
Information Processing
Interdisciplinary Studies
Internetworking - Cisco
Machine Tool Operator
Medical Records Coding
Phlebotomy
Pre-Dental Hygiene
Pre-Occupational/Pre-Physical Therapy Assistant
Pre-Pharmacy Technician
Water Operator
Wastewater Operator
Welding
Welding Workforce Initiative Level I
Welding Workforce Initiative Level II
Other (Specify) _____