Graduation Application

Associate Degree
Diploma
Certificate
General Instructions for Completion of Graduation Application

IMPORTANT DATES:

Fall application deadline is December 1, 2016 for December 2016 completion.
Spring application deadline is April 3, 2017 for May 2017 completion.
Summer application deadline is April 3, 2017 for August 2017 completion.

APPLICATION PROCESS:

1. Check your DegreeWorks account for program requirement. If you are applying for a different program, use the What-If section of DegreeWorks.
2. Complete the Online Graduation Application for your program.
3. A separate online application must be completed if you are applying for more than one degree, diploma, or certificate.
4. If any information on your application changes such as name or address, it is your responsibility to provide documentation to the Student Records Office as soon as possible.

TO BE ELIGIBLE FOR GRADUATION:

1. You must complete all courses required for your program as well as meet the minimum grade requirements.
2. Have at least a 2.00 GPA in all courses required for your program.
3. Complete 25% of the program required hours at CCTC.
4. Have no outstanding account balance with the college.
5. If you plan to continue taking classes after you graduate, you must complete a Program Change Form with the Admissions Office in order to continue your Financial Aid.

GRADUATION ANNOUNCEMENTS, CAPS AND GOWNS:

Central Carolina Technical College Bookstore will have information regarding announcements, caps, and gowns.

TO GRADUATE WITH HONORS:

Graduation Honors will be calculated based on the cumulative GPA. Students achieving a cumulative 3.900 to 4.0 GPA will be recognized as Summa Cum Laude, a 3.700 to 3.899, Magna Cum Laude, and a 3.500-3.699, Cum Laude.
All candidates for degrees, diplomas, or certificates, to be awarded in a current academic year must complete the Online Graduation Application. Any candidate applying for more than one degree, diploma, or certificate must submit an additional application online.

PLEASE PRINT CLEARLY

Applicant’s College ID C__________________________________________

SPECIAL NOTE CONCERNING NAME: The name listed on your academic records (CCTC computer system) is the name that will appear on your diploma. If incorrect, a Name Change Form must be completed at the Student Records Office. You must provide a copy of your social security card and picture ID for proof of name change.

Name ________________________  _______________________  ________________________
Legal Last Name   Legal First Name   Legal Middle Name   (Suffix - Jr. II, III, etc.)

Address ____________________________  ________________  ___________  ________________
Street or PO Box  City  State  Zip

SPECIAL NOTE CONCERNING PHONE NUMBER: The telephone number currently listed on your academic records is where you will be contacted when your diploma is ready. If this information is incorrect, make telephone number and address change through your MyCCTC Account.

Permanent phone (          ) ____________________  Present daytime/work phone (          ) ____________________
Area Code   Phone   Area Code   Phone

Personal e-mail address __________________________________________________________________

Program____________________  Degree _____________  Diploma ____________  Certificate __________

What is your anticipated Graduation term?_______________________________________________________

Do you plan to participate in May Commencement Ceremony?  ☐ Yes  ☐ No
If yes, do you require any special accommodation? ___________________________________________________

Do you plan to enroll in another program of study at CCTC?  ☐ Yes  ☐ No
If yes, what is your new program of study? _______________________________________________________

I certify that all statements answered on this application are true and complete to the best of my knowledge.

Signature ______________________________________  Date _________  / ________  / ________

For Registrar’s Office Use Only

Program: _______ Major: _______ Term Code: _______ Term Date: _______ Honors: _______ Certified: _______ Printed: _______
Mailed/Given: _______ Notes: ____________________________________________ Name Card: _________________
ASSOCIATE DEGREE:

Program Title
Associate Degree in Arts
Associate Degree in Science
Other (Specify) ____________________________

ASSOCIATE DEGREE IN APPLIED SCIENCE:

Program Title
Associate Degree in Applied Science • Major in Accounting
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 Criminal Justice Technology
Associate Degree in Applied Science • Major in Early Care and Education
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 General Technology
Associate Degree in Applied Science • Major in Human Services
Associate Degree in Applied Science • Major in Management
Associate Degree in Applied Science • Major in Natural Resources Management
Associate Degree in Applied Science • Major in Nursing (ADN)
Associate Degree in Applied Science • Major in Paralegal

DIPLOMA IN APPLIED SCIENCE:

Program Title
Diploma in Applied Science • Major in Administrative Support
Diploma in Applied Science • Major in Early Childhood Development
Diploma in Applied Science • Major in Medical Assisting
Diploma in Applied Science • Major in Surgical Technology

CERTIFICATE:

Program Title
Accounting Specialist
Advanced CNC Programming
Advanced Heating and Air Conditioning
Advanced Mechatronics Technology
Automotive Diagnostic Technology
Automotive Technology
Basic Air Conditioning and Heating
Basic Machining and CNC Fundamentals
Basic Mechatronics Technology
Cardiac Care Technician
Computer Specialist
Cybersecurity
Early Childhood Development
Environmental, Health and Safety
General Education
Gerontology
Human Services
Infant and Toddler Care
Information Processing
Internetworking - Cisco
Massage Therapy
Medical Office Administrative Assistant
Medical Records Coding
Nursing Assistant
Pharmacy Technician
Phlebotomy
Pipe Welding (Advanced)
Sterile Processing Technician
Water Operator
Wastewater Operator
Welding
Other (Specify) ____________________________