

Graduation Instructions

Congratulations Graduates! The faculty and staff of Wallace Community College are delighted about your upcoming graduation. The deadline to apply for Spring Semester 2014 graduation is **Friday, October 11, 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 **October 11, 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 **October 11, 2013**. There are **no refunds** if you are unable to graduate.
4. A **special registration session is scheduled for November 14, 2013**. This session is conducted for all spring 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. A minimum **GPA of 2.0 is also required for graduation**.
 - You must pick up the graduation check sheet on **November 14, 2013, prior to registering**, 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 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:

October 11, 2013- Deadline to apply for Spring Semester 2014 graduation.

October 11, 2013- Deadline to purchase Diploma and cover in the Business Office.

November 14, 2013 - Registration session (one day) for Spring 2014 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: **Spring 2014**

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

Street Address _____ E-mail 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 Program and 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 ☐ 25% Residency Requirement
☐ Clear to Graduate _____ Yes _____ No ☐ Completed Degree Requirements - GPA _____ Honor: _____
☐ Library ☐ Business Office ☐ Security Office
Checked by _____ Date _____ Date Mailed (if applicable) _____

Degrees and Certificates

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

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