



# GRADUATION PACKET

**Purpose:** The application for graduation serves as an alert to the Student Records office that you are within one semester of completing requirements for a credential (Associate Degree, Diploma, or Certificate).

## Students must follow these steps to apply for graduation:

1. **GRADUATION APPLICATION:** Complete a separate graduation application for each credential. The application is page 3 of this packet.
2. **PROGRAM EVALUATION:** Print a program evaluation using your DCCC *StormTrac* account and attach it to the graduation application for each credential.
3. **ADVISOR MEETING:** Schedule an appointment to meet with your advisor to review your program evaluation.
  - a. Obtain your advisor's signature on each graduation application.
  - b. Attach any additional forms given to you by your advisor (ex. Course Substitution forms, Graduation Exception forms, etc.)
4. **RECORDS OFFICE:** Submit the signed application with attached forms to the Student Records Office located in the Brooks Student Center, Room 215 or 215A. *Once your graduation application is submitted, the Student Records Staff will evaluate your eligibility for graduation and notify you by email of the results.*

## Timeline:

<i>Semester/Month of projected program completion:</i>	<b>Spring (May)</b>	<b>Summer (July)</b>	<b>Fall (December)</b>
Deadline to submit graduation application (diplomas ordered)	March 1 <sup>st</sup>	June 1 <sup>st</sup>	October 15 <sup>th</sup>
Transcripts updated showing credential(s) awarded	By May 31 <sup>st</sup>	By August 15 <sup>th</sup>	By January 10 <sup>th</sup>
Diplomas mailed to eligible students and Letters mailed to ineligible students	By June 15 <sup>th</sup>	By August 15 <sup>th</sup>	By January 15 <sup>th</sup>
Commencement Ceremony	Held once per year in the month of <b>May</b> after completion of the Spring Semester		

*Dates above are subject to change without notice.*

# PROGRAMS OF STUDY AND CREDENTIALS AVAILABLE

## ASSOCIATE DEGREES (College Transfer)

Associate in Arts  
Associate in Fine Arts

Associate in General Education  
Associate in Science

## ASSOCIATE IN APPLIED SCIENCE DEGREES

Accounting  
Associate Degree Nursing  
Automotive Systems Technology  
Automotive Systems - Race Car Performance  
Business Administration  
Cancer Information Management  
Community Spanish Interpreter  
Computer Information Technology  
Computer Programming  
Criminal Justice Technology  
Early Childhood Education  
Electronics Engineering Technology  
Emergency Medical Science  
Fire Protection Technology  
General Occupational Technology

Health Information Technology  
Histotechnology  
Human Resources Management  
Human Services Technology  
Industrial Systems Technology  
Logistics Management  
Medical Assisting Technology  
Medical Laboratory Technology  
Motorsports Management Technology  
Networking Technology  
Paralegal Technology  
Pharmacy Technology  
Therapeutic Massage  
Web Technologies  
Zoo and Aquarium Science

## DIPLOMAS

Accounting  
Air Conditioning, Heating & Refrigeration  
Automotive Systems Technology  
Business Administration  
Computer Information Technology  
Computer Programming  
Cosmetology  
Early Childhood Education  
Electronics Engineering Tech.-Automation Emphasis  
Entrepreneurship  
Heavy Equipment & Transport Technology

Human Resources Management  
Industrial Systems Technology  
Medical Assisting  
Motorcycle Mechanics  
Networking Technology  
Pharmacy Technology  
Practical Nursing  
Therapeutic Massage  
Transfer Readiness (CORE 44)  
Web Technologies

## CERTIFICATES

Accounting - Bookkeeping  
Accounting - Taxes  
Air Conditioning, Heating & Refrigeration  
A/C, Heating & Refrig. - Heat Pumps  
A/C, Heating & Refrig. - System Design  
Automotive Systems - Automotive Servicing  
Automotive Systems - Engine Performance  
Basic Law Enforcement Training  
Business Administration  
Computer Information Technology  
Computer Information Tech. - Applications Specialist  
Computer Information Tech. - PC Technician  
Computer Programming  
Computer Programming - JAVA Programming  
Computer Programming - Visual Basic Programming  
Cosmetology  
Criminal Justice - Corrections  
Criminal Justice - Investigative Principles  
Early Childhood - Administrative Assistant  
Early Childhood - School Age Assistant  
Early Childhood - Teaching Assistant  
Electronics Engineering Tech. - Automation Devices  
Electronics Engineering Tech. - Mechatronics  
Electronics Engineering Tech. - General Technician  
Electronics Engineering Tech. - Microcontroller Tech.  
Esthetics Technology

Emergency Medical Science - EMT-Intermediate  
Fire Protection Technology - Operations  
Fire Protection Technology - Command  
Fire Protection Technology - Supervision  
Fire Protection Technology - Management  
Human Resources Management  
Industrial Syst. Tech. - Wiring  
Industrial Syst. Tech. - Residential Install  
Industrial Syst. Tech. - Electromechanical  
Infant/Toddler Care  
Lateral Entry Teacher  
Medical Office Procedures  
Networking Technology  
Networking Tech. - Cisco Routing & Switching  
Networking Tech. - Systems Security  
Networking Tech. - Windows OS  
Networking Tech. - Linux OS  
Paralegal Technology  
Paralegal Technology - Legal Nurse Consultant  
Phlebotomy  
Truck Driver Training  
Web Technologies  
Web Technologies - Programming  
Welding Technology - Basic Welding  
Welding Technology - Industrial Welding

Print your full name as you want it to appear on your diploma:

\_\_\_\_\_

FIRST

MIDDLE

LAST

Program of Study (Major): \_\_\_\_\_

*(See List of Programs and Credentials on page 2)*

**Credential Type** *(Circle one):*

Associate Degree *(2 years)*

Diploma *(1 year)*

Certificate *(1-2 semesters)*

**Completion Date:**

*Please indicate the month and year you plan to complete your graduation requirements.*

Month: \_\_\_\_\_ Year: \_\_\_\_\_

**Commencement Ceremony** *(Choose one):*

I plan to participate in the May ceremony\* for the year: \_\_\_\_\_

I do not plan to participate.

*\*Students who are within 6 hours of completing a credential are eligible to participate in the May ceremony.*

**Check here** if you are a member or plan to be a member of **Phi Theta Kappa**

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## STUDENT CONTACT INFORMATION

\*Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone Number: (\_\_\_\_\_) \_\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

***\*Diplomas will be mailed to the address provided on this application. It is the student's responsibility to notify the Records Office if their address changes.***

**\*\*Notification of graduation eligibility will be emailed to your DCCC email account.\*\***

*By signing below, I acknowledge that the graduation fee is non-refundable and I have followed the appropriate steps to apply for graduation.*

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*I have verified this student's program evaluation and it appears that this student is eligible for the above-named credential at this time. Advisor's notes should be indicated on the on the student's program evaluation.*

**Advisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# IMPORTANT INFORMATION FOR GRADUATION CANDIDATES

## **GRADUATION APPLICATION DEADLINES**

- Students planning to complete a credential in May should submit the graduation application by March 1<sup>st</sup>.
- Students planning to complete a credential in July should submit the graduation application by June 1<sup>st</sup>.
- Students planning to complete a credential in December should submit the graduation application by October 15<sup>th</sup>.
- Graduation applications received after the deadline dates will be processed with the next semester's applications.

## **CREDENTIALS**

- A credential refers to a degree, diploma, or certificate.
- Students are encouraged to apply for all credentials offered within their program of study at the time of completion.
- Earned credentials are recorded on a student's transcript.

## **TRANSCRIPTS**

- Once your eligibility for graduation has been evaluated by the Student Records Staff, your credential will be added to your official DCCC transcript.
- Please see the timeline on page 1 to determine when the credential will appear on your transcript.

## **PROGRAM EVALUATION**

- Students have access to evaluate their credits through *StormTrac* under the Program Evaluation link.
- Students should attach a copy of their program evaluation to their graduation application before meeting with their advisor.
- The evaluation must be attached to the graduation application at the time of submission.

## **ELIGIBILITY FOR GRADUATION**

- Students are considered eligible for graduation when the Student Records Staff determines that all criteria for graduation has been met.
- Students are first notified of their eligibility within 30 days of receipt of application.
- After the completion of the semester, eligible students will receive their diploma in the mail and ineligible students will receive a letter stating the reason for their ineligibility.

## **GRADUATION WITH HONORS**

- Students who have a final PROGRAM GPA of 3.8 or above will receive High Honors.
- Students who have a final PROGRAM GPA between 3.5 and 3.8 will receive Honors.
- Honors and High Honors are noted on student transcripts.

## **DIPLOMAS**

- Diplomas will be mailed to students after completion of program requirements has been verified by Student Records Staff. Please see the TIMELINE listed on page 1.
- Diplomas cannot be mailed with the Diploma Case.
- DCCC cannot be held responsible for lost or damaged diplomas sent by mail.
- **Diplomas cannot be released to students who have business office holds on their accounts, including library fines.**

## **DIPLOMA CASES**

- Students who participate in the Commencement Ceremony will receive a diploma case as they walk across the stage.
- Students who do not participate in the Commencement Ceremony may obtain a diploma case from the Student Records Office on the Davidson Campus, Brooks Student Center, Room 215.

## **COMMENCEMENT CEREMONY**

- The commencement ceremony is held one time each year in the month of May after completion of the Spring Semester.
- Students who are within 6 credit hours of completing a credential are eligible to participate in the May commencement ceremony.
- Students who plan to participate in the Commencement Ceremony should check the appropriate box on page 3 of the Graduation Application.
- Detailed information concerning the Commencement Ceremony will be mailed to students at the end of March each year.

## **GRADUATION REGALIA (CAPS AND GOWNS)**

- Caps and gowns are available in the DCCC bookstore beginning May 1<sup>st</sup>.
- Students are responsible for paying for the cost of cap and gown, as well as PTK stole, if applicable.

## **GRADUATE INFORMATION SESSIONS**

- Students who plan to participate in the Commencement Ceremony **must attend** one of the information sessions held in May.
- At this 1 hour session, students will receive instructions on the graduation lineup and process.

## **CONTACT INFORMATION**

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|--------------------------|-------------------------|--|
| • Student Records Office | 336.249.8186, ext. 6279 | <a href="mailto:dcccrecords@davidsonccc.edu">dcccrecords@davidsonccc.edu</a> |
| • Business Office        | 336.249.8186, ext. 6341 |  |
| • Advisement Center      | 336.249.8186, ext. 4705 | <a href="mailto:rhinkle@davidsonccc.edu">rhinkle@davidsonccc.edu</a>         |
| • Career Development     | 336.249.8186, ext. 6245 | <a href="mailto:cs@davidsonccc.edu">cs@davidsonccc.edu</a>                   |
| • DCCC Alumni Affairs    | 336.249.8186, ext. 6281 | <a href="mailto:alumni@davidsonccc.edu">alumni@davidsonccc.edu</a>           |