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**2012 - 2013**

Graduation Checklist

**www.ptc.edu**

* 1. **APPLY FOR GRADUATION**

Early in your last semester of enrollment, prior to completing curriculum requirements, ALL students must complete the Application for Graduation. The form may be obtained from the Student Records Office, your advisor, or the Piedmont Technical College web site: www.ptc.edu. Beginning the fall 2010 semester, a high school diploma or GED is required for graduation from all associate degree programs.

* 2. **CONTACT YOUR ACADEMIC ADVISOR**

Ask your academic advisor to complete Part 2 of the Application for Graduation form and submit it to the Student Records Office.

* 3. **PAY OUTSTANDING BALANCES**

Pay any Library fines, parking fines, or other outstanding balances to the Business Office or County Center.

* 4. **ORDER GRADUATION ANNOUNCEMENTS, CAP AND GOWN**

Place order for graduation announcements, cap and gown at the Campus Bookstore. The Campus Bookstore will notify you the dates to order your cap, gowns and announcements.

* 5. **COMPLETE THE GRADUATION SURVEY**

This survey has been designed to help us improve our academic services and educational programs.

Go to: <http://www.ptc.edu>; under the College Resources tab, select Student Records Office and complete the graduation survey.

* 6. **COMPLETE STUDENT LOAN EXIT COUNSELING**

If you are a student loan recipient, you must complete Student Loan Exit Counseling at the following site: <https://studentloans.gov/myDirectLoan/index.action>

**NOTE: To be eligible to participate in the graduation ceremony, students must be completing a degree, diploma or certificate of 30 hours or more.**

**2012 - 2013 Graduation Deadlines**

 **Fall 2012 Graduates Spring 2013 Graduates Summer 2013 Graduates**

 **Application Deadline: October 05, 2012 Application Deadline: March 01, 2013 Application Deadline: June 7, 2013**

 **Fee Deadline:** November 09, 2012  **Fee Deadline:** April 12, 2013

 **Ceremony Date:** December 13, 2012 **Ceremony Date:** May 9, 2013 **Ceremony Date:** August 08, 2013

 **Degree/Diploma/Certificate Degree/Diploma/Certificate Degree/Diploma/Certificate**

 **Pickup:** January 24, 2013 **Pickup:** June 13, 2013 **Pickup:** August 29, 2013

**CONTACT US:** The Student Records Office is located at the Lex Walters Campus in Greenwood. Office hours are 8 a.m. – 7 p.m., Monday – Thursday; 8 a.m. – 4:00 p.m. on Fridays. For more information, call (864) 941-8361 or (800) 868-5528, Ext. 8361.

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