



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, 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 THE GRADUATION APPLICATION FEE

Pay the \$25 graduation application fee by the deadline(s) listed below. **Student completing programs less than 30 hours do not participate in the ceremony and are not required paying a graduation fee.**



4. PAY OUTSTANDING BALANCES

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



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>



7. ORDER GRADUATION ANNOUNCEMENTS, CAPS AND GOWNS

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.

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

Application Deadline: October 05, 2012
Fee Deadline: November 09, 2012
Ceremony Date: December 13, 2012
Degree/Diploma/Certificate
Pickup: January 24, 2013

Spring 2013 Graduates

Application Deadline: March 01, 2013
Fee Deadline: April 12, 2013
Ceremony Date: May 9, 2013
Degree/Diploma/Certificate
Pickup: June 13, 2013

Summer 2013 Graduates

Application Deadline: June 7, 2013
Fee Deadline: July 12, 2013
Ceremony Date: August 08, 2013
Degree/Diploma/Certificate
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.

Piedmont Technical College does not discriminate in recruitment, admissions, educational services or employment on the basis of race, sex, national or ethnic origin, age, religion or disability.