2015 - 2016 GRADUATION CHECKLIST

PIEDMONT Technical College

www.ptc.edu

- ☐ 1. **REVIEW YOUR PROGRAM OUTLINE IN DEGREEWORKS**.
  DegreeWorks will outline any courses that are still missing from your program requirements. If there are no missing requirements, you can proceed to step 3.

- ☐ 2. **CONTACT YOUR ACADEMIC ADVISOR**
  Ask your academic advisor to review your DegreeWorks outline to see if any course substitutions are necessary to complete your program. If so, ask him/her to request or post these substitutions.

- ☐ 3. **APPLY FOR GRADUATION**
  Early in your last semester of enrollment, prior to completing curriculum requirements, ALL students must complete the Application for Graduation. The application for graduation is available on the Student tab in your Pathway account. Beginning the fall 2010 semester, a high school diploma or GED is required for graduation from all associate degree programs.

- ☐ 4. **GO TO THE PTC GRADUATION WEBSITE FOR INFORMATION**
  This webpage has been designed to provide information about graduation, including information about the ceremony and instructions for picking up tickets for your guests. http://www.ptc.edu/college-resources/student-records-office/graduation

- ☐ 5. **PAY OUTSTANDING BALANCES**
  Pay any Library fines, parking fines, or other outstanding balances to the Business Office or County Center.

- ☐ 6. **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.

- ☐ 7. **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.

- ☐ 8. **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.

2015 - 2016 Graduation Deadlines

Fall 2015 Graduates

Application Deadline: October 9, 2015
Ceremony Date: December 15, 2015
Degree/Diploma/Certificate Pickup: January 28, 2016

Spring 2016 Graduates

Application Deadline: March 4, 2016
Ceremony Date: May 5, 2016
Degree/Diploma/Certificate Pickup: June 16, 2016

Summer 2016 Graduates

Application Deadline: June 17, 2016
Ceremony Date: August 4, 2016
Degree/Diploma/Certificate Pickup: September 15, 2016

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.