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.

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**2018 - 2019 Graduation Deadlines**

**Fall 2018 Graduates**
- **Application Deadline:** October 5, 2018
- **Ceremony Date:** December 11, 2018
- **Degree/Diploma/Certificate:** January 24, 2019

**Spring 2019 Graduates**
- **Application Deadline:** March 1, 2019
- **Ceremony Date:** May 2, 2019
- **Degree/Diploma/Certificate:** June 6, 2019

**Summer 2019 Graduates**
- **Application Deadline:** June 14, 2019
- **Ceremony Date:** August 1, 2019
- **Degree/Diploma/Certificate:** September 12, 2019
- **Pickup:** June 6, 2019

**CONTACT US:** The Student Records Office is located at the Lex Walters Campus in Greenwood. Office hours are 8 a.m. – 6 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.