



# Graduation Packet 2011-2012

**Please be sure to read this entire packet and safeguard the informational pages for future reference.**

**The two-sided application must be filled out completely (front and back).  
Blank spaces may result in a delay in processing.**

**Make an appointment with your advisor as soon as possible.  
Your advisor must complete all six fields on the last page.**

**Be sure to submit your completed and signed application to the Office of Records & Registration by the deadline.**

## **Graduation Application Deadlines:**

**Fall 2011 Completers – November 18, 2011**

**Spring/Summer 2012 Completers – March 15, 2012**

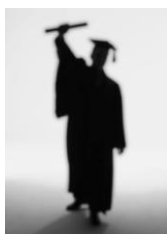
**\*\*\* KEEP THIS LETTER \*\*\***

**Please save this letter until you receive your actual diploma.**

**To: Candidates for Graduation**  
**From: Phyllis C. Dowdy**  
**Director of Records & Registration**  
**Re: Important Information Pertaining to the Graduation Process**

Below is information regarding the graduation process:

- You must meet with your advisor to obtain the required signature on the graduation application. **You must be in the program from which you plan to graduate. If you are not in the correct program, your advisor will not sign the application until your major has been changed.**
- You must complete a separate graduation application for each degree, diploma or certificate. Each application must be complete.
- You must submit your completed graduation application to the Office of Records & Registration. **You must submit a graduation application, whether or not you intend to participate in the graduation ceremony.** The application is used to record your degree on your transcript and to ensure the correct information on your diploma.
- You will receive correspondence from the Office of Records & Registration approximately **3-4 weeks** after your graduation application has been submitted. This correspondence will list any remaining classes you must complete. All students who submit graduation applications, complete with advisor signatures, are eligible to fully participate in commencement activities.
- The SCC Bookstore will provide caps and gowns for pre-order during the spring semester. Prices and dates will be posted at [www.sandhills.bncollege.com](http://www.sandhills.bncollege.com) by December 1, 2011. All inquiries about caps/gowns should be directed to the bookstore personnel.
- You will receive additional information during the last week of **April** pertaining to graduation rehearsal and ceremony.
- All graduates must complete an evaluation of SCC services prior to picking up their caps and gowns.



***Note: Walking across the stage during commencement activities does not mean that you have “graduated.” You must complete all course requirements before receiving a diploma.***

*Please feel free to visit the Office of Records & Registration located in Stone Hall if you have any further questions. Best wishes in completing your education milestone!*

**Graduation Application Deadlines:**  
**Fall 2011 Completers – November 18, 2011**  
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## *Frequently Asked Questions*

*Question: When will I receive my diploma?*

**Answer: All diplomas will be mailed approximately 4-6 weeks after commencement activities. For those who complete final classes in the summer and fall terms, diplomas will be mailed approximately 4-6 weeks after all grades are received.**

- \* Spring completers can expect to receive their actual diploma around June 25, 2012.**
- \* Summer completers can expect to receive their actual diploma around September 10, 2012.**
- \* Fall completers can expect to receive their actual diploma around February 13, 2012.**

*Question: Must I submit a Graduation Application if I do not plan to walk across the stage?*

**Answer: Yes. You must submit a graduation application to the Office of Records & Registration even if you do not intend to participate in the graduation ceremony.**

*Question: Must I wear a SCC cap and gown in order to participate in the spring ceremony?*

**Answer: Yes. Official SCC regalia is required for participation in the commencement ceremony.**

*Question: How many ceremonies do you have each year?*

**Answer: Sandhills Community College has one graduation ceremony per academic year.**

*Question: When is graduation/commencement?*

**Answer: Saturday, May 12, 2012.**

*Question: When does this graduation application expire?*

**Answer: Students are required to complete all necessary coursework by the end of the summer term. If all classes are not completed by the end of summer 2012, you will need to re-apply for graduation by completing a new application during the fall 2012 semester.**

**If you return to pursue another degree/diploma/certificate after graduating, you will need to submit a new admissions application.**

*Question: When must my courses be completed?*

**Answer: For Fall 2011 graduates, courses must be completed by December 13, 2011.  
December completers may participate in the graduation ceremony held in May.**

**For Spring 2012 graduates courses must be completed by May 8, 2012.**

**For Summer 2012 graduates, courses must be completed by July 26, 2012.  
July completers may participate in the graduation ceremony held in May.**

### **Graduation Application Deadlines:**

**Fall 2011 Completters – November 18, 2011  
Spring/Summer 2012 Completters – March 15, 2012**



# Application for Graduation

Page 1 of 2

(Both sides must be completed or application will be returned)

## Print Your Full Legal Name As It Should Appear On Your Diploma:

(First)

(Middle or Maiden)

(Last)

## Address Where Diploma Should Be Mailed:

*All graduation correspondence (including your diploma) will be sent to this address. (If you move before receiving your degree, please notify the Office of Records & Registration and be sure to inform associate of impending degree/diploma or certificate.)*

Student ID \_\_\_\_\_ Email Address \_\_\_\_\_

Street \_\_\_\_\_

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

Home Town (printed on graduation program): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_ Alt. Phone: ( ) \_\_\_\_\_

Print the Name of Your Program of Study/Major \_\_\_\_\_

Check one:  Associate  Diploma  Certificate

Expected completion term for this major (check one):  Fall 2011  Spring 2012  Summer 2012

***You must complete a separate completed graduation application for each degree, diploma or certificate.***

Do you plan to participate in the May graduation ceremony?  YES  NO

Do you require special disabled accommodations and/or seating during the graduation ceremony?  YES  NO

Are you receiving more than one degree, diploma or certificate?  YES  NO

Check this box **only** if you are receiving more than one degree, diploma or certificate and you plan to march during commencement in the major written on this application.

***Student:*** I certify that my official high school, GED or Adult High School Diploma AND all previously attended college transcripts are on file. **I understand that walking across the stage during commencement activities does not mean that I have “graduated.” I must complete all course requirements by the end of the completion term that I have checked above before receiving a diploma and before my transcript will show my degree, diploma or certificate.**

Required Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Please see your advisor to complete the application process -

# *Application for Graduation*

## **Page 2 of 2 (To be completed by the Advisor)**

*(Both sides must be completed and turned in to the Office of Records & Registration)*

### **Feasibility Statement:**

Is it possible for this student to complete ALL necessary requirements by the end of Summer 2012? **YES / NO**

- When a student has over 12 hours remaining for program completion, the advisor should carefully consider graduation feasibility/recommendation.
- If YES is circled, the student is not being certified for graduation; it is only being indicated that graduation by the end of the upcoming summer term is possible.

If you circled NO, **STOP**. Please do not sign the graduation application.

- Advise the student to wait until the next academic year to apply for graduation.
- Please contact the Dean of Instruction, if you have any questions or concerns about this student's feasibility to complete all requirements by the end of Summer 2012.

### **Advisor Verification & Signature**

(please complete all six items listed below)

1. I have looked in Datatel and verified that \_\_\_\_\_ is in the correct major and that the major has an **ACTIVE** status. \_\_\_\_\_  
*(write student's full name here)* *(please place your initials here)*
2. The **major code** shown in SACP is \_\_\_\_\_ .
3. *If the major is incorrect, hold graduation application and send the student to the **Advising Center** to change major.*
4. The expected completion term for this major (**check one**):  Fall 2011  Spring 2012  Summer 2012
5. **Catalog Year Used**  (If students have an interruption in enrollment from this program two or more years, they are now subject to the requirements prescribed in the catalog in effect upon their re-entry.)
6. **Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Registrar's Notes:**