



## Curriculum Graduation Application

Print name as it appears on WPCC records

Student ID#

If you are in the process of legally changing your name and would like this name on your degree, please print new name: \_\_\_\_\_

### INSTRUCTIONS FOR COMPLETION OF APPLICATION

1. Complete student portion of application form.
2. After audit review with advisor, return the application with the attached documentation to Student Records. The application needs both your signature and your advisor's signature. The Student Records Department (HH-106) must receive the application by the advertised application deadline or student will be required to wait until the next semester for final review by the Office of the Director of Records/Registration.
3. Make sure WPCC has your correct address, telephone number and that you are actively checking your WPCC assigned email account.
4. After the preliminary graduation audit has been conducted through Student Services, students are notified of their approval to graduation or are notified of disapproval to graduation. Students who are notified of disapproval will receive a letter (as will their advisor) outlining the program deficiencies.
5. Pay the \$30.00 NON-REFUNDABLE graduation fee to the Business Office, after you have received your letter of approval. If you are receiving more than one degree/diploma, please add an additional \$10.00 for each additional degree/diploma. **Note: The \$30.00 graduation fee is required of all students, regardless of participation in the graduation ceremony.**

If you have any questions, please contact Student Records at (828) 448-6049.

### I plan to participate in the Spring Graduation Ceremony

Height \_\_\_\_\_ Size (Please Circle) Small Medium Large XLarge XXLarge

(Both Height and Size information is required to order graduation regalia.)

### I do not plan to participate in the Spring Graduation Ceremony

(Cap and Gown will not be ordered. A tassel will be provided for all graduates.)

I expect to complete graduation requirements at the end of: (Please Circle) Spring Summer Fall Year \_\_\_\_\_

### Transfer Degree

Check the degree you will complete:

- AA-Associate in Arts                       AFA-Fine Arts ~ Art  
 AS-Associate in Science                   AFA-Fine Arts ~ Drama

Associate in General Education: Students cannot complete or request an Associate in General Education degree at the same time or after earning a Transfer degree.

### Associate in Applied Science Degrees and Diplomas

I will complete an Associate in Applied Science degree in \_\_\_\_\_;

with a Concentration in \_\_\_\_\_ Program Name \_\_\_\_\_ (If applicable)

and/or I will complete a Diploma in \_\_\_\_\_

Student Signature

Date

Faculty Advisor: Catalog Year used for graduation review: \_\_\_\_\_ (IF COMPLETED GRADUATION AUDIT/REVIEW IS NOT ATTACHED, THE APPLICATION WILL NOT BE PROCESSED AND RETURNED TO ADVISOR FOR COMPLETION)

Advisor Signature

Date

Office of Student Records/Registration: I certify that graduation requirements have been satisfied and have been recorded on the student's curriculum transcript.

Director of Records & Registration Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Grad. Pet. 2016