



WALLACE STATE HANCEVILLE

An Equal Opportunity Employer

APPLICATION FOR DEGREE

- 1) Complete the application form below.
- 2) Read and sign both sides of this application.
- 3) Meet with your advisor who will complete a checklist of requirements for your degree program. This checklist **MUST** be signed by your advisor and attached to your application for graduation.
- 4) Take this completed application, the checklist of requirements, and your transcripts to the Cashiers Office located in the James Bailey Building on the Mezzanine Level before the graduation application deadline.

PLEASE PRINT CLEARLY.

Student Number: _____

Name for Diploma (First, Middle, Last): _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ E-Mail: _____

Title of Program Completed: _____

Degree Awarded: () Associate in Applied Science () Associate in Arts () Associate in Science
 () Certificate () Short Term Certificate

I have been following the 20 _____ (year) Catalog under which I have been continuously enrolled as a degree-seeking student.

Expected term of completion: () FALL () SPRING () SUMMER Expected year of completion: 20 _____

Is this the first time you seek graduation? () YES () NO If "No", what year? _____

Do you plan to participate in the graduation ceremony during the month of May? () YES () NO

Student Signature

Date

I certify that the above applicant qualifies for graduation.

Advisor / Department Head

Date

Business Manager

Date

Chief Academic Officer

Date

Payment Date

ADMISSIONS OFFICE USE ONLY

Major Code: _____ Degree Code: _____ Final GPA: _____

Honors: _____ Graduation Date: _____

Orientation: _____ Work Keys: _____ Semester: _____

GRADUATION INFORMATION

- The application for graduation package includes:
 - A completed graduation application
 - A signed checklist from your advisor
 - A transcript copy

- This package must be turned in to the Cashier's Office **BEFORE** the graduation application deadline designated by the Office of Admissions. **NOTE** that there is a **\$60.00 GRADUATION FEE**. Additional degrees are \$15.00 each. You can pay by check, credit card, cash or money order at the Cashier's Office. If you will graduate in a different semester than specified on the application, the application process must be repeated and previous payment confirmed with the cashier's office.

- Your diploma cannot be released until all holds and fees to Wallace State are cleared. Diplomas are available one week after date of graduation. To receive a diploma by mail the student must make a formal written request; WSCC is not responsible for diplomas lost in the mail.

- Applications for graduation must be submitted within **one (1) year** after the requirements for a degree are met. After one year, the student must re-enroll and meet the current catalog requirements.

- Sign and date below to verify that you meet and understand all graduation process requirements stated here and in the Wallace State Student Handbook.

Student Signature

Date