

GRADUATION APPLICATION

General Instructions



www.HGTC.edu

Office of the Registrar

IMPORTANT DATES

Fall Semester Deadline - October 1 • Spring Semester Deadline - March 1 • Summer Semester Deadline - June 1

There is only one marching ceremony per year which is held in May

Applicants that are finished in December or who will finish in May or August are welcome to participate.

APPLICATION PROCESS

Meet with your Academic Advisor to review your Degree Works Audit and verify completion of program requirements. Bring completed Graduation Application and your Degree Works Audit to the Registrar's Office. All candidates for degrees, diplomas, or certificates, to be awarded in a current year must file a formal application with the Registrar. Any candidate applying for more than one degree, diploma or certificate must submit an additional application for each major.

DIPLOMA MAILING ADDRESS

If any information on your application changes such as name, address, or marching status, it is your responsibility to notify the Registrar's Office as soon as possible. Diplomas will be available for pickup for two weeks and after that they will be mailed. Information will be available through your WaveNet account as when diploma pickup will be available.

TO BE ELIGIBLE FOR GRADUATION

You must: complete all courses required for your program as well as meet the minimum grade requirements; have at least a 2.00 GPA in all courses required for your program; complete 25% of the program required hours at HGTC; and have no outstanding account balance with the college. If you plan to continue taking classes after you graduate, you must complete a Major Change Form with the Admissions Office.

GRADUATION ANNOUNCEMENTS, CAPS, GOWNS & TICKETS

Information regarding caps, gowns, announcements, tickets will be available at a later date and will be available through your WaveNet account.

TO GRADUATE WITH HONORS

Honors will be calculated based on the cumulative GPA.

Cum Laude – graduating with a cumulative GPA of 3.50-3.74

Magna Cum Laude – graduating with a cumulative GPA of 3.75-3.99

Summa Cum Laude – graduating with a cumulative GPA of 4.00

PO Box 261966 • Conway, South Carolina 29526
Registrar@hgtc.edu • Phone: 843-349-5285 • Fax: 843-234-2213

Applicant's College ID (H#) _____

Personal Email Address: _____

Name _____
Legal Last Name

Legal First Name

Legal Middle Name

_____ (Suffix-Jr., II, etc.)

Major (example-ACC3): _____

Graduation Date/Term: _____

Concentration: _____

Each year, Horry-Georgetown Technical College, with assistance from the Office of Institutional Planning, Research and Grants, is required to report various statistics regarding graduate and placement information in order to maintain each program's viability at HGTC including, but not limited to, Program Evaluations. The following information is needed in order for the College to accomplish these reporting requirements. Therefore, please complete the following information to the best of your knowledge. This portion of the Graduation Application will be forwarded to the Office of Institutional Planning, Research and Grants upon graduation. **REMEMBER, the graduation application is not considered complete unless all sections/pages have been completed. Thank you!**

GRADUATE SATISFACTION EXIT QUESTIONNAIRE: HOW DID WE DO?

The following is a list of services provided by Horry-Georgetown Technical College. Please indicate your level of satisfaction for each item and add any comments on the reverse side. (Use additional sheets if necessary.)

	<u>Very Satisfied</u>	<u>Satisfied</u>	<u>Somewhat Satisfied</u>	<u>Somewhat Dissatisfied</u>	<u>Dissatisfied</u>	<u>Very Dissatisfied</u>	<u>N/A or Did Not Use</u>
A. HGTC Service Areas:							
Admissions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bookstore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Campus Security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Counseling Center/Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial Aid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Placement (Career Resource Center)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Library	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Student Advising	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Print Services (Conway Campus)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Canteen/Café	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Employment (Work Study Program)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Success & Tutoring Center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Testing Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WaveNet Central	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Academic Area:							
Course content in your major	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instruction in your major	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic Advising in your major	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course content in General Education Courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instruction in General Education Courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall academic experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Contact Information:

Will you be moving from your present address upon graduation? Yes No Don't Know

If yes and you know your new address information, please complete:

Street/P.O. Box: _____

City/State/Zip Code: _____ Phone #: () _____

Applicant's College ID (H#) _____

Name _____
Legal Last Name Legal First Name Legal Middle Name (Suffix-Jr., II, etc.)

Contact Information (continued):

Please list the name and address of a relative through whom we may contact you for future alumni and/or college mailings:

Contact Name: _____

Street Address/PO Box: _____

City, State Zip Code: _____

Phone Number _____

Program Related Information:

Have you taken any licensing or certification exams related to your major?

- No, this does not apply to my major
- No, but plan to do so
- Yes, I have taken and passed an exam
- Yes, I have taken an exam, but do not know the results yet.
- Yes, I have taken an exam, but did not pass.

Employment Information:

Are you currently employed? Yes No Not Currently Seeking Employment

If Yes, is it Full-time Part-time

If Yes, is your current employment related to your degree? Yes No

Do you plan to continue your current employment after graduation? Yes No

Current Employment/Employer Information:

Job/Title: _____

Supervisor Full Name & Title: _____

Department _____

Employer/Company Name: _____

Employer Mailing Address: _____

Employer/Supervisor Phone #/Ext: _____ / _____
Area Code Number Extension

Education Information:

Do you have plans to further your education? Yes No Don't Know

If yes, please complete:

College/University: _____ City, State: _____

Major/Program of Study: _____

Comments:

I certify that all statements answered on this application are true and complete to the best of my knowledge. I also understand that the graduation application is not considered complete unless all pages have been completed.

Signature: _____ Date: _____