

# 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

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### **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.)

**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: \_\_\_\_\_ Relationship: \_\_\_\_\_

Street Address/PO Box: \_\_\_\_\_

City, State Zip Code: \_\_\_\_\_

Phone Number: ( ) - E-mail: \_\_\_\_\_

**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 did not pass.

**Employment Information:**

Are you currently employed?  Yes  No  Not Currently Seeking Employment Because: \_\_\_\_\_

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: \_\_\_\_\_

Employer/Company Name: \_\_\_\_\_

Department: \_\_\_\_\_

Employer Mailing Address: \_\_\_\_\_

Employer/Supervisor Phone #/Ext: ( ) Ext: \_\_\_\_\_

Employer E-Mail Address: \_\_\_\_\_

**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.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_