



2009 - 2010 GRADUATION CHECKLIST



www.ptc.edu

- 1. **APPLY FOR GRADUATION**
Early in your last semester of enrollment, prior to completing curriculum requirements, ALL students must complete the Application for Graduation. The form may be obtained from the Student Records Office, advisor, or the Piedmont Technical College web site: www.ptc.edu
- 2. **CONTACT YOUR ACADEMIC ADVISOR**
Ask your academic advisor to complete Part 2 of the Application for Graduation form and submit it to the Student Records Office.
- 3. **PAY THE GRADUATION FEE**
Pay the \$25 graduation fee by the deadline(s) listed below. **Certificate completers in programs less than 30 hours do not participate in the ceremony and therefore are not required to pay a graduation fee.**
- 4. **PAY OUTSTANDING BALANCES**
Pay any Library fines, parking fines, or other outstanding balances to the Business Office or County Center.
- 5. **COMPLETE STUDENT LOAN EXIT COUNSELING**
If you are a student loan recipient, you must complete Student Loan Exit Counseling at the following site:
<http://www.mapping-your-future.org/>
- 6. **PICK UP GRADUATION ANNOUNCEMENTS**
Pick up five free graduation announcements from the Student Records Office. You will be mailed information on when announcements will be ready for pick-up.
- 7. **ATTEND GRADUATION REHEARSAL & CEREMONY**
Graduation will be held at Lander University. Information regarding the graduation rehearsal and ceremony will be mailed to you.

NOTE: To be eligible to participate in the graduation ceremony, students must be completing a degree, diploma or certificate of 30 hours or more.

2009 - 2010 Graduation Deadlines

Fall 2009 Graduates

Application Deadline: October 02, 2009
Fee Deadline: November 06, 2009
Ceremony Date: May 13, 2010
Degree/Diploma/Certificate
Pickup: January 28, 2010

Spring 2010 Graduates

Application Deadline: March 5, 2010
Fee Deadline: April 01, 2010
Ceremony Date: May 13, 2010
Degree/Diploma/Certificate
Pickup: June 10, 2010

Summer 2010 Graduates

Application Deadline: June 4, 2010
Fee Deadline: July 09, 2010
Ceremony Date: August 12, 2010
Degree/Diploma/Certificate
Pickup: August 27, 2010

CONTACT US: The Student Records Office is located at the Lex Walters Campus in Greenwood. Office hours are 8 a.m. – 7 p.m., Monday – Thursday; 8 a.m. – 4:00 p.m. on Fridays. For more information, call (864) 941-8361 or (800) 868-5528, Ext. 8361.

Piedmont Technical College does not discriminate in recruitment, admissions, educational services or employment on the basis of race, sex, national or ethnic origin, age, religion or disability.