



WAYCROSS CAMPUS • 1701 CARSWELL AVE • WAYCROSS, GA 31503 • PHONE (912) 287-6584
ALMA CAMPUS • 101 WEST 17TH ST • ALMA, GA 31510 • PHONE (912) 632-0951
TOLL FREE (877) ED AT OTC

APPLICATION FOR GRADUATION

Instructions:

Certificate Graduates: This application must be submitted to the Registrar's office before the end of your last term.

Diploma and Degree Graduates: Complete this application and return to the Registrar's Office by midterm the term BEFORE you will complete your program of study.

If you ALSO plan to participate in the diploma/degree graduation ceremony please complete the Graduation Ceremony Participation Form. The marching fee for the graduation ceremony is \$35. (This charge is non-refundable.) There is no charge if you do not participate in the ceremony.

Name

Student ID/Social Security Number

Email address

Phone

Awards will be mailed to the address in Banner Web, Please verify address in Banner Web is correct. See Student Affairs to update if necessary.

Award type: Degree Diploma Certificate

Term of Completion: Fall (Dec) Spring (April) Summer (July)

Program of Study (Name of Degree, Diploma or TCC completed) Specialization (If Applicable)

The Registrar's Office cannot guarantee complete graduation processing for students who file an Application for Graduation after the deadline date.

I understand that if I fail to complete all requirements for my program of study by the end of the term indicated, I will not receive an award for that quarter and will have to reapply for graduation at a later time.

Student's Signature

Date

Administrative Application checkbox

For Office Use Only:

SHADEGR: AR PD AW Graduate GPA

Requirements Met Yes No Requirements Needed