

Fayetteville Technical Community College

Application for Graduation

APPLICATION DEADLINES:

If you intend to complete the graduation requirements at the end of one of the terms listed below, your application must be submitted by the deadline indicated. Fall and Spring applications submitted after the deadline will be processed for the next term. Summer applications will not be accepted after the deadline. **Fall 2009, Deadline—December 17 Spring 2010, Deadline—January 29* Summer 2010, Deadline—May 31**

***January 29th is the deadline to apply to ensure that your name will be printed in the graduation program and printed on the graduation T-shirt.**

INSTRUCTIONS: Please complete SECTION I. A SEPARATE GRADUATION APPLICATION IS REQUIRED FOR EACH DEGREE, DIPLOMA, OR CERTIFICATE. The initial graduation fee is \$25. Each additional application is \$10 if submitted and paid at the same time. If not, the fee will be \$25 per each application. If you do not meet the graduation eligibility requirements for the semester for which you are applying, a credit will be given for one (1) academic year (August – July) toward another application; or a refund may be requested within the same academic year that the fee was paid.

Your NAME will be printed as it appears in the College's Student Information System. You can login to your Web Advisor student account and view your name under "My Profile." If you need to change your name, please submit a Student Data Change Request to the Registration and Records Office with an updated social security card and a picture identification card.

SECTION I. To be completed by the Prospective Graduate and submitted to their advisor.

First Name:		Middle Name:		Last Name:	
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Datatel Person ID:		Phone:		Advisor:	
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Term you plan to graduate:	Fall 2009 <input type="checkbox"/>	Spring 2010 <input type="checkbox"/>	Summer 2010 <input type="checkbox"/>	Are you attending the graduation ceremony? Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, please list your height and weight so that your cap and gown may be ordered.	Height	ft.	in.	Weight	lbs.
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I certify that this information is correct. Printed Name: _____	Signature: _____	Date: ____/____/____
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The following voluntary information is needed for FTCC reporting purposes:

Are you employed? Yes <input type="checkbox"/>	No <input type="checkbox"/>	Job Title: _____
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Name of Employer: _____	City and State: _____
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Are you-- Active duty military <input type="checkbox"/>	Active duty military family member <input type="checkbox"/>	Military retiree <input type="checkbox"/>	Civil service <input type="checkbox"/>
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Which branch of service-- Army <input type="checkbox"/>	Air Force <input type="checkbox"/>	Marine <input type="checkbox"/>	National Guard <input type="checkbox"/>	Reserves <input type="checkbox"/>
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SECTION II. The Prospective Graduate must meet with his/her advisor FIRST to confirm the completion of their approved program in order to graduate and receive a degree, diploma or certificate. THIS MUST BE DONE BEFORE PAYING GRADUATION FEES.

The prospective graduation applicant has verified their intended graduation status with me and expects to complete all required coursework at the end of **Fall 2009** **Spring 2010** **Summer 2010**

Advisor's Name: _____	Advisor's Signature _____	Date: ____/____/____
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Dept Chairperson's Name: _____	Dept Chairperson's Signature _____	Date: ____/____/____
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Dean's Name: _____	Dean's Signature _____	Date: ____/____/____
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SECTION III. Must be completed by the Office of Business and Finance.

The \$25 / \$10 graduation fee has been paid on ____/____/____ and received by _____
Date: _____ Business and Finance Staff's Signature

SECTION IV. FOR REGISTRAR'S OFFICE USE ONLY

The prospective graduate is approved in the curriculum program listed below effective Fall _____ Spring _____ Summer _____

Program Code: _____	Program Name: _____	Date: ____/____/____
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