



APPLICATION FOR PROGRAM OF STUDY COMPLETION

An Application for Program of Study Completion is required of all students who qualify and meet all requirements from an approved program of study at Ogeechee Technical College. The advisor **MUST** complete and submit this application to the Registrar's Office **NO LATER THAN mid-term** of the student's final term. *No student will be guaranteed credentials until all requirements as set forth by Ogeechee Technical College are met, including payment of all fees.* Graduation Information will be sent to Ogeechee Tech student e-mail accounts and posted on the website. All graduates must pay the \$40.00 graduation fee before credentials can be mailed. This does not apply to embedded certificates. Encourage graduates to visit Career Services to obtain information about alumni services.

STUDENT INFORMATION (Please Print)

Student Name (As It Will Appear On Diploma):

Student ID or SS #: **Telephone #:** **Birth Date:**

Mailing Address: **County:**

City: **State:** **Zip Code:**

Program of Study Completed: **Specialization:**

Associate of Applied Science Diploma Program Certificate of Credit Embedded

EMPLOYMENT INFORMATION

Student Seeking Employment: Full-time Part-time Not at this time Currently Employed **Code (01 - 12):**

Employer: **Position Title:** **Supervisor:**

Employer Address: **Work Phone #:**

 Advisor Signature

 Date

Note: The advisor is responsible for gathering employment data and turning in a copy of the advisement checklist and standard curriculum for which the student should clear.

 Student Signature

 Date

This Section To Be Completed By Registrar's Office

Date Received: _____ Student has completed all requirements for his/her program of study.

Completion Term: _____ **Year:** _____ **Cumulative GPA:** _____ **Graduation GPA:** _____

Date Awarded in BANNER: _____ **Degree Seq. #:** _____ **Date Cleared Admissions:** _____

Denied (Student did not complete all requirements for his/her program of study). Keyed in BANNER Scanned

 Registrar Signature

 Date