



FALL 2008

COMPLETION APPLICATION & PLANNING GUIDE

DEGREE, DIPLOMA, TCC, & TCC-EMBEDDED

****An applications must be submitted for each program you complete.**

CONGRATULATIONS! This is an exciting time for you and your loved ones as well as the faculty and staff. We are so proud of you and your achievements.

APPLICATION

All applications should be submitted to the Office of the Registrar ten days after the beginning of your last quarter and no later than **July 25th**. Please be sure to adhere to the deadline. This is to ensure applications are evaluated and information is provided to you in a timely manner. The application **MUST** be accompanied by a completed curriculum worksheet from your advisor as well as the advisor's signature. *It is the student's responsibility to make sure the Office of the Registrar has received their application.*

Please make sure all your information is up to date in the Savannah Technical College's system. This will ensure important graduation information gets to you and that your name is spelled correctly on your degree, diploma, or certificate. Information must be updated before submission of completion application.

GRADUATION CEREMONY

If you are planning to participate in the commencement ceremony, there is a \$40 Graduation & Rental fee. The fee is paid at the time of Cap and gown ordering. Fees are non-refundable.

CAP AND GOWN ORDERING

Herff Jones will be on campus Thursday, September 11th from 10 a.m. until 1p.m. and from 5p.m. until 6:30 p.m. to take cap and gown measurements. Herff Jones will be located in the Atrium of the Industrial Technology building. At that time, you may order additional products such as invitation and class rings from Herff Jones.

CAP AND GOWN PICK UP

Cap and gowns will be available for pick up on Tuesday, November 25th from 10 a.m. until 1 p.m. and from 5p.m. until 6:30 p.m. in the Atrium of the Industrial Technology building. Please make sure you bring your I.D. *Written consent is needed if you plan to have someone other than you pick up your Cap and gown.*

GRADUATION REHERSAL

Rehearsal is held the morning of graduation, Tuesday, December 2nd at 10 a.m. in the Johnny Mercer Theater, Savannah Civic Center. Please make sure you arrive on time. **Graduation rehearsal is required for all participants.** Make plans to be there for at least two hours. If you do not attend rehearsal, no accommodations will be made for you the night of graduation. To congratulate you, a luncheon will be held in your honor immediately following rehearsal.

GRADUATION NIGHT

Graduation will begin promptly at 7:30 p.m. All graduates need to be at the Civic Center no later than 6:30 p.m. for line up. We have made arrangements with a professional photographer to be at the Civic Center the evening of graduation at 5:30p.m. for your convenience.

ATTIRE GUIDELINES (required)

MEN:

- White Shirt
- Conservative Tie (No bright colors)
- Black or Dark blue slacks
- Black or dark blue socks and shoes

WOMEN

- No long dangling Earrings
- Flesh tone, off-black, or brown stockings
- Clothing without collar
- No skirts or dresses hanging below gown
- Refrain from wearing slacks

DEGREE, DIPLOMA, & CERTIFICATE

You may pick up your degree, diploma, or certificate graduation inserts at the front of the stage of the Johnny Mercer Theater immediately following the commencement ceremony. If you will not be participating in the commencement ceremony you may pick up your insert from the Office of the Registrar.

ADDITIONAL INFORMATION

If you apply for completion for Fall Quarter and are ineligible, a new Application must be submitted.



Savannah Technical College
 5717 White Bluff Road
 Savannah, GA 31405

**Application of
 Completion**

NAME _____ **STUDENT ID** _____

ADDRESS _____
 (STREET)

(CITY) _____ (STATE) _____ (ZIP) _____ (TELEPHONE NUMBER) _____

PROGRAM OF STUDY _____ Degree Diploma TCC TCC-Embedded

SPECIALIZATION (if applies) _____

EXPECTED QUARTER OF COMPLETION _____

WILL YOU BE PARTICIPATING IN THE GRADUATION CEREMONY? _____ YES _____ NO

Receipt # _____ **Amount Paid** _____ **Date Paid** _____

APPLICANT SIGNATURE _____ **DATE** _____

ADVISOR SIGNATURE _____ **DATE** _____

(FOR OFFICE USE ONLY)

EVALUATION BY REGISTRAR'S OFFICE

1. _____ CUMULATIVE GRADE POINT AVERAGE BELOW 2.0.
2. _____ REQUIRED COURSE WORK NOT COMPLETED.
3. _____ FINANCIAL OBLIGATIONS NOT MET.
4. _____ HIGH SCHOOL/GED/COLLEGE TRANSCRIPT NOT ON FILE.

RESULTS ARE: _____ **FINAL** _____ **WILL HAVE SECOND REVIEW**

DATE OF COMPLETION _____ **REGISTRAR'S INITIAL** _____ **DATE** _____

_____ REQUIREMENTS COMPLETED

_____ INCOMPLETE - DEFICIENCIES LISTED

GPA: _____	<input type="checkbox"/> Honors	Completion Term: _____	
Major Code: _____		Sequence #: _____	
Transcripts: _____		Courses Verified: _____	
Admit Type: _____			
Comments: _____			

Received by: _____