



# APPLICATION FOR GRADUATION

There is a \$40.00 graduation application fee.  
Please email completed form to the  
Registrar's Office (registrar@westgatech.edu).

### Deadlines for Graduation Application

Summer Graduation: Application due by March 1  
Fall Graduation: Application due by July 1  
Spring Graduation: Application due by October 1

Official Use Only	
Fee Paid: _____	Verified by: _____
Receipt #: _____	Date: _____

Please print your name exactly as you wish it to appear on your award.

First Name	Middle Name	Last Name
Street Address		
City	State	Zip Code
Phone (Day)	Phone (Evening)	Student ID#
Student Signature		
Program of Study:		<input type="checkbox"/> Diploma <input type="checkbox"/> Degree
Semester Completion:	Summer <input type="checkbox"/>	Fall <input type="checkbox"/> Spring <input type="checkbox"/>

Will you be participating in the graduation ceremony?     Yes     No

If YES, please provide the following information: Height: \_\_\_\_\_ Weight: \_\_\_\_\_

GRADUATES ONLY: Last Date of Attendance \_\_\_\_\_

Employment Status (check one)     Employed in Field     Employed in Related Field     Employed in Unrelated Field

Unemployed     Status Unknown     Continued Education     Military

Employed in Field & Continuing Education     Employed in Related Field & Continuing Education

Employed in Unrelated Field & Continuing Education     Not Available for Employment

Employer Name : \_\_\_\_\_

Employer Address : \_\_\_\_\_

Employer Phone Number and Contact Person: \_\_\_\_\_

Continuing Education Information: \_\_\_\_\_

### THIS AREA TO BE COMPLETED BY ADVISOR

I certify that course requirements are on track for graduation and have attached a copy of student's Degree Works audit.

Advisor's Signature: \_\_\_\_\_

### THIS AREA TO BE COMPLETED BY REGISTRAR'S OFFICE

Courses verified in BANNER: \_\_\_\_\_

Certificate processed and mailed: \_\_\_\_\_

Exit Information keyed into BANNER: \_\_\_\_\_ COMMENTS: \_\_\_\_\_

*Do you need special accommodations or assistance to participate in the ceremony? Do you have a guest who may need special accommodations?* Individuals with disabilities requiring assistance or accommodations to participate in the graduation ceremony should contact Zelma Jones at 770.824.5241 or [Zelma.jones@westgatech.edu](mailto:Zelma.jones@westgatech.edu).

As set forth in its student catalog, West Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Equity (Title IX) Coordinator, Dr. Tonya Whitlock, Vice President for Student Affairs, [tonya.whitlock@westgatech.edu](mailto:tonya.whitlock@westgatech.edu), 401 Adamson Square, Carrollton, GA 30117, 678.664.0532. ADA (Section 504) Coordinator, Dr. Rick Leveille, Vice President for Administrative Services, [rick.levielle@westgatech.edu](mailto:rick.levielle@westgatech.edu), 401 Adamson Square, Carrollton, GA 30117, 678.664.0533