SPRING 2014
CREDENTIAL APPLICATION GUIDELINES

Application Period January 13 through March 21

Applications are due in the Registrar's Edgewood Office by 4:00 PM on the deadline date

Student Responsibilities:

- □ Complete **ALL** information on the application.
- □ Meet with your advisor to review and determine that you have met requirements for your degree, diploma, or certificate (credential).
- □ Insure that your most current name, mailing address, and telephone number are in PeopleSoft. **The name in PeopleSoft is what will appear on your credential(s).**
- □ Ensure all transcripts (college and high school or GED) are on file in the Registrar's Office. **Your credential will not be awarded if these are not on file.**
- □ Enroll for and complete any additional course requirements your advisor indicates you need for the credential(s).
- □ **YOUR COMPLETED APPLICATION MUST BE SUBMITTED TO THE OFFICE OF THE REGISTRAR BY 4:00 PM MARCH 21. APPLICATIONS NOT RECEIVED BY MARCH 21 BY 4:00 PM IN THE REGISTRAR'S EDGEWOOD OFFICE WILL NOT BE PROCESSED.**
- □ Resolve all financial obligations to the College and return all materials, including library books.
- □ Order your cap and gown from the GCTC Bookstore when notified (summer 2013, fall 2013, spring 2014, and summer 2014 graduates are invited to participate in the commencement ceremony held at the end of Spring Semester 2014.)
- □ Since we need original signatures on these forms, please do NOT email or fax these applications to the Registrar's office.
- □ To ensure that the information on these applications scans properly in our document imaging, please use only blue or black ink pens, do NOT use colored paper, and, if highlighting information, use only a yellow highlighter.

Advisor Responsibilities:

- □ Meet with the student to review and determine that requirements for the degree, diploma, or certificate (credential) (including residency and GPA) have been met or will be met with current classes.
- □ For each degree, diploma, or certificate program **attach documentation** to the application, indicating the student has satisfied or will satisfy graduation requirements as shown on the approved program plan(s) upon completion of all work in progress or planned.
  - * **The documentation should include a copy of the completed, approved Program Plan you have been using for the student.**
  - * **Please do NOT send the degree audit from PeopleSoft or a checksheet that you have designed yourself or the PS Advisor panels that appear in PeopleSoft.**
  - * **Attach any completed and signed course substitution forms or waiver emails (if applicable). NOTE: A course substitution form must be done for any course that is being used to replace another course. If the course you want to use to fulfill a requirement is not on the program plan, a course substitution form needs to be completed. Writing in the course to be used as the substitute course is not sufficient. Also, if a student is missing GEN 100 (hasn't taken it or transferred it in), we need an email from the division chair waiving the course.**
- □ Sign the credential application.

Residency Requirements for Credentials:

Associate Degree: 25 percent of the total credits for the credential completed at Gateway or by distance learning within KCTCS. Minimum cumulative GPA of 2.0 required to graduate.

Diploma: 25 percent of the total credits for the credential completed at Gateway or by distance learning within KCTCS. Minimum cumulative GPA of 2.0 required to graduate.

Certificate: 25 percent of the total credits for the credential completed at Gateway or by distance learning within KCTCS. Minimum cumulative GPA of 2.0 in the coursework required for the certificate.

Gateway Community and Technical College

SPRING 2014 APPLICATION FOR DEGREE/DIPLOMA/CERTIFICATE

APPLICATION TO BE COMPLETED BY **CANDIDATES FOR CREDENTIALS**

Please complete this application in full and meet with your faculty advisor to review your eligibility to graduate. Your faculty advisor will attach documentation to this form indicating the courses required to graduate and how you have satisfied each of those course requirements. All degrees, diplomas, or certificates for which you are applying should be put on this application, however, separate documentation must be attached for each degree, diploma, or certificate. **If the application is incomplete or illegible, it will not be processed and will be returned to you.**

I will complete my final requirements in ***Spring 2014*** (Application Period: **January 13 – March 21 by 4:00 PM**)

APPLICATIONS RECEIVED IN THE EDGEWOOD REGISTRAR'S OFFICE AFTER THE DEADLINE WILL NOT BE PROCESSED.

Please print your name CLEARLY. Your name will appear on your credential(s) the way it appears in PeopleSoft, so make sure it is correct there.

Name: _____

First **Middle** **Last**

Mailing Address: _____

_____

Student ID: _____ **Preferred Phone Number:** _____ **Birthdate:** _____

I AM APPLYING FOR:

Associate Degree: **Plan Name:** _____

Diploma: **Plan Name:** _____

Certificate: **Plan Name:** _____

_____

Signature of Student **Date**

On the basis of a review of the attached program plan(s) of course requirements, this student has satisfied or will satisfy graduation requirements in the program(s) listed above upon completion of all work currently in progress or planned for the next semester.

_____

Signature of Academic Advisor **Date**

Office Use Only: High school diploma/GED for Associate verified by: _____ Residency Requirement verified by: _____

Applied By: _____ Date: _____ GPA: _____ Audit By:_____

Application Revised 1/10/2014