

SPRING 2010

CREENTIAL APPLICATION GUIDELINES

Application Period January 11 – February 26

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).
- Enroll for and complete any additional course requirements your advisor indicates you need for the credential.
- **REQUEST YOUR ADVISOR OBTAIN THE DIVISION CHAIR'S SIGNATURE AND SUBMIT YOUR COMPLETED APPLICATION TO THE OFFICE OF THE REGISTRAR BY THE DESIGNATED DEADLINE. APPLICATIONS NOT RECEIVED BY THE DESIGNATED DEADLINE WILL NOT BE PROCESSED UNTIL THE FOLLOWING TERM.**
- Return the Graduation Information Request Form that will be mailed to you shortly after you have submitted your application.
- Resolve all financial obligations to the College and return all materials, including library books.
- Insure that your most current mailing address and telephone number are on file in Office of the Registrar.
- Order your cap and gown from the GCTC Bookstore when notified (Fall graduates are invited to participate in the commencement ceremony held at the end of Spring Semester 2010.)

HIGH SCHOOL AND COLLEGE TRANSCRIPTS

Satisfaction of degree requirements may depend upon transfer credit from another College. **You are responsible for assuring that transcripts from other colleges are on file in the Office of the Registrar two weeks prior to the last day to apply for graduation for any given semester.** If you are receiving an associate degree, a copy of your high school transcript must be on file in the Registrar's Office before your credential will be awarded.

Advisor Responsibilities:

- Meet with the student to review and determine that requirements for the degree, diploma, or certificate (credential) have been met or will be met with fall enrollment.
- For each degree, diploma, or certificate program attach documentation to the application, indicating the student has satisfied or will satisfy graduation requirements in the program plan(s) upon completion of all work in progress or planned. The documentation should include a copy of the completed Program Plan, a printout from PeopleSoft of the PS Grades tab found under KCTCS Student Information/KCTCS Student Records/Advisors/PS Student Information/PS Grades, test/transfer panel (if applicable), and any signed and completed course substitution forms or waivers (if applicable).
- Sign the credential application and forward to the appropriate division chair for approval.

Division Chair Responsibilities:

- After reviewing the application and determining that the documentation attached, including course substitutions and waivers, indicates that this student has satisfied or will satisfy graduation requirements in the program plan(s) upon completion of all work in progress, sign the application and forward to the Registrar's Office.

Registrar's Office Responsibilities:

- Audit the application and supporting documentation to ensure the student meets KCTCS credential requirements.
- Consult with Division Chair and/or Advisor to resolve any questions concerning eligibility.
- Notify the applicant of eligibility status following the review.
- Order and distribute the degree/diploma/certificate to the graduate.

