2015 -2016 Graduation Packet

Packet Includes
- Graduation Checklist
- Important Dates for Graduation
- Graduation Clearance Form
- Instructions for Graduation Surveys
- College Central Network Registration Guide
- Survey & CCN Signature Sheet
- Important Graduation Ceremony Information

✓ **FIRST – PRINT YOUR GRADUATION PACKET found on the college website at www.octech.edu under Student Resources – Forms Center – Graduation Packet**

✓ **CLEARANCE FOR GRADUATION**
In the Graduation Packet printed from the website, complete Part 1 of the Clearance for Graduation Form and forward to your Program Coordinator and Academic Dean for completion of Part 2. Allow at least three (3) working days after submission for the approval process. (NOTE) Please print and attach a copy of your Program Evaluation, that can be printed from your Connect account, to this form prior to submitting to your Program Coordinator. If you are eligible for more than one degree, diploma or certificate, you must submit a clearance form for each. Your graduation fee will be determined based on the number of programs you apply for.

✓ **COMPLETE GRADUATE SURVEY & COLLEGE CENTRAL NETWORK REGISTRATION**
Access the graduate survey via Campus Cruiser and complete online. From the Graduation Packet forms printed from the website, fill out the survey confirmation form and submit with your approved Clearance Form and Graduation Fee to the college cashier.

      1. **GRADUATE EXIT SURVEY**   2. **REGISTER WITH COLLEGE CENTRAL NETWORK**

✓ **PAY GRADUATION FEES**
Pay graduation fees by the payment deadline(s). Your graduation fee will be $10.00 per associate degree, diploma and/or certificate in which you are applying for. A $10.00 late fee will be charged for each application received after the application deadline. An additional $10.00 will be charged for those students who wish to have their degree, diploma, and /or certificate mailed. All outstanding balances must be paid prior to graduation fees being paid. **DO NOT leave your payment with your Program Coordinator. It is YOUR responsibility to pick up your Clearance form from your Program Coordinator prior to the fee deadline. Failure to pay fees by the stated deadline may delay receipt of your degree, diploma or certificate. NOTE: Graduation fees are non-refundable if program requirements are not met. It is the student's responsibility to re-apply for graduation for the term that they will complete their requirements and pay the fees.**

✓ **ORDER GRADUATION ANNOUNCEMENTS, CAPS AND GOWNS**
Purchase your cap and gown via the College Bookstore by the stated deadline in the Graduation Packet. **Failure to do so by the stated deadline may delay receipt of your cap and gown by the pick-up date.** Purchase your invitations via the College Bookstore and mail at least two (2) weeks prior to graduation.

✓ **IF YOU ARE A STUDENT WITH A STUDENT LOAN:** You must do your loan exit counseling. Visit www.studentloans.gov and log in. Go to Counseling and do your Loan Exit Counseling. If this is not done by your degree pick up date, your degree will be held and until the Registrar's office receives verification of completion from the Financial Aid office.

✓ **POINTS TO REMEMBER**
➢ It is the student's responsibility to apply for graduation. The College will not notify you when you have or will complete course requirements.
➢ Graduation clearance form must be signed by the Program Coordinator, Academic Dean and Student before payment will be accepted.
➢ Please indicate if you will or will not participate in the graduation exercises. This will enable us to have an accurate count of participants for set-up purposes.
➢ Graduates should check your final grades on Connect. If you have questions regarding your grades, you should contact your instructor(s). If you fail to meet course requirements during your specified term of graduation, you must **re-apply for graduation and pay all required fees again at the time requirements are met.**
➢ **Graduates who plan to re-enroll in another academic program the following semester, must re-apply for admission with an Admissions Counselor prior to registering for classes.**
➢ Summer graduates who wish to participate in the Spring 2016 Graduation ceremony must adhere to the Spring 2016 Deadlines.

2015-2016 Graduation Deadlines

Fall 2015 Graduates
- Application and Fee Deadline – December 2, 2015
- Late Fees Apply – December 3, 2015
- Degree/Diploma/ Certificate Pickup – January 28, 2016

If participating in the May Graduation Ceremony:
  - Cap/Gown Order Dates – December 1, 2015 – March 24, 2016
  - Cap/Gown Pickup Date – May 4, 2016
  - Commencement Date – May 12, 2016
  - Degree/Diploma/Certificate Pickup – January 28, 2016 or Night of Ceremony

Spring 2016 Graduates
- Application and Fee Deadline – March 17, 2016
- Late Fees Apply – March 18, 2016
- Degree/Diploma/Certificate Pickup – May 16, 2016

If participating in the May Graduation Ceremony:
  - Cap/Gown Order Dates – December 1, 2015 – March 24, 2016
  - Cap/Gown Pickup Date – May 4, 2016
  - Commencement Date – May 12, 2016
  - Degree/Diploma/Certificate Pickup – After Ceremony

Summer 2016 Graduates
- Application and Fee Deadline – June 1, 2016
- Late Fees Apply – June 2, 2016
- Degree/Diploma/Certificate Pickup – August 4, 2016

If participating in the May Graduation Ceremony:
  - Application and Fee Deadline – March 17, 2016
  - Cap/Gown Order Dates – December 1, 2015 – March 24, 2016
  - Cap/Gown Pickup – May 4, 2016
  - Commencement Date – May 12, 2016
  - Degree/Diploma/Certificate Pickup – August 4, 2016

IMPORTANT
Degrees that are to be mailed will be mailed no later than 4 weeks after the Degree/Diploma/Certificate Pick up date and if mailing fees are paid.

STUDENTS WITH LOANS:
You must do your loan exit counseling or your degree will be held until it has been completed. You may complete it by visiting www.studentloans.gov.

ORANGEBURG-CALHOUN TECHNICAL COLLEGE
CLEARANCE FOR GRADUATION
2015 - 2016

STUDENT ID _____   VETERAN _____YES _____NO

PART I – To be completed by student – <u>PLEASE PRINT CLEARLY</u> using blue or black ink only.

Student Name: _____
<div align="center">(First)   (Middle)   (Last)</div>

Mailing Address: _____
<div align="center">(PO Box/Street)</div>

_____
<div align="center">(City)   (State)   (Zip)   (Phone)</div>

*Phonetic Spelling of Name (if your name is mispronounced often): _____

Graduation exercises are held at the end of the Spring semester each year. Students should apply for graduation during the semester they will complete course requirements even though they will not march until the Spring (May) ceremony. For Summer graduates planning to march in May please adhere to the Spring deadlines.

_____
<div align="center">Print Name of Program and Program Code (please print clearly)</div>

Enter appropriate Term Year and Check Credential:

YEAR/TERM	TYPE OF CREDENTIAL	
_____Fall	Certificate	_____
_____Spring	Diploma	_____
_____Summer	Associate Degree	_____

> **Only students completing their requirements in Fall 2015, Spring 2016, and Summer 2016 are eligible to participate in the May 2016 graduation ceremony.**

<u>Please check one below. This will enable us to have an accurate count of graduation participants for set-up purposes.</u>

_____I <u>will</u> participate in the May 2016 graduation exercises and will <u>pick up</u> by credentials by the stated deadline in the graduation packet.

_____I <u>will not</u> participate in the May 2016 graduation exercises and will <u>pick up</u> my credentials by the stated deadline in the graduation packet.

_____I <u>will not</u> participate in the May 2016 graduation exercises. Please <u>mail</u> my degree, diploma and/or certificate. (ADDITIONAL FEES APPLY.)

FOR CASHIER'S USE ONLY		
Total Amount Paid $_____	Late Fee _____Yes _____No	Mailing Fee _____Yes _____No

THE COMPLETION AND SIGNING OF THIS FORM DOES NOT GUARANTEE YOUR GRADUATION. ALL COURSE REQUIREMENTS MUST BE MET BEFORE YOU CAN RECEIVE YOUR CREDENTIALS. GRADUATION FEES ARE NON-REFUNDABLE AND NON-TRANSFERRABLE. IF REQUIREMENTS ARE NOT MET IN THE TERM YOU HAVE APPLIED, YOU ARE RESPONSIBLE FOR RE-APPLYING FOR AND PAYING THE REQUIRED GRADUATION FEE FOR THE NEW TERM.

Student Signature _____   Date _____

Part II – To Be Completed by Program Coordinator and Academic Dean

*If student is completing a certificate program, please enter the number of credit hours required for graduation: _____

<div align="center">After careful review of the curriculum evaluation for the above applicant, I certify that this student is eligible for graduation during the term specified above.</div>

_____   _____
Program Coordinator Signature   Date

_____   _____
Academic Dean Signature   Date

GRADUATION SURVEY INFORMATION

WE NEED AND VALUE YOUR OPINION. THE FOLLOWING SURVEYS MUST BE COMPLETED AS PART OF THE GRADUATION APPLICATION PROCESS ALONG WITH REGISTERING IN THE COLLEGE CENTRAL NETWORK.

    1. GRADUATE EXIT SURVEY
    2. REGISTER WITH THE COLLEGE CENTRAL NETWORK

INSTRUCTIONS TO ACCESS SURVEYS

Step 1: GO TO CAMPUS CRUISER
Step 2: LOG IN AND CLICK ON THE CAMPUS TAB
Step 3: ON THE RIGHT HAND SIDE OF THE SCREEN YOU WILL SEE "CAMPUS SURVEY"
Step 4: CLICK ON GRADUATE EXIT SURVEY AND COMPLETE

**ONCE YOU COMPLETE THE ON-LINE SURVEY, PLEASE COMPLETE AND SIGN THE ATTACHED CONFIRMATION PAGE. THIS PAGE MUST BE INCLUDED WITH YOUR CLEARANCE FORM AND PROGRAM EVALUATION AT THE TIME YOUR GRADUATION FEES ARE PAID TO THE CASHIER.

***NOTE: When completing the graduate survey, please be reminded that once you open the survey, you **must** complete it at that time. If you exit the survey without completing it, you will not be able to access it again.

REGISTER WITH THE COLLEGE CENTRAL NETWORK
   See Instructions Sheet for how to register.

Once you have registered, get a Representative's signature from the Student Success Center on the signature sheet. Your packet will not be accepted without this signature.

College Central Network℠

If you need assistance, please contact the Student Success Center at **(803)535-1347,** by email to **ascc@octech.edu** or you may visit them on the 2nd floor in Building "S".

www.collegecentral.com/octech

STUDENT REGISTRATION INSTRUCTIONS

All students are eligible to use the **Orangeburg-Calhoun Technical College** online job board after completing the following registration process through a site that has been specially designed by College Central Network:

- Go to: **www.collegecentral.com/octech**
- Select the **Student** icon, and read the information and announcements on the next page.
- Go to the **Create Account** link.
- Type in your **Access ID** (last six digits of your student ID number) and a **Password** that you will remember.
- Then **Continue Registration**.

REGISTRATION ENTRY

- Complete all requested information on the registration form. Employers will search this information to choose appropriate candidates. And, the **Job Agent** will notify you of jobs posted to your school that match your interests.

JOB SEARCH

- From your homepage, select **Search for Jobs/Opportunities Posted to My School,** enter criteria specific to the type of job you are seeking, and then **Begin Search**. Also **Search for Jobs in CCN's Jobs Central**, our national jobs database, and for internships in **Intern Central**.

- To monitor your job search, select **View My Job Search History** from your homepage.

- From your homepage, complete the **Report Offers/Hires** when you are offered a job.

- Review the **Career Document and Media Libraries** to get additional job search tips and career info via printed documents, podcasts, and videos.

RESUME ENTRY

- On your homepage, select **Upload a Resume** or **Build a Resume** and follow the instructions. **If you do not have a resume in the system, employers will not be able to find you when they search for candidates** and you may miss out on opportunities.

- Your resume will be reviewed and approved by our office before it can be submitted via the system and searched by employers. You will be notified by email when your resume is approved.

- Resumes that have not been updated in 18 months will be purged from the database.

CREATE A PORTFOLIO

- Build a career portfolio to show prospective employers samples of your class work, achievements and work experience. This will help you gain an advantage over other job seekers. Keep the portfolio hidden from employers while you are working on it; select "Show" when completed.

You can **visit the Web site 24/7**. To login, after selecting the **Student** icon from the homepage, select **Student Central** on the next screen. Enter your **Access ID** and **Password**. It is imperative to keep your info updated so employers are not searching on outdated info or find old resumes.

Completion of Graduation Surveys

I, _____, have completed the following survey:

Graduate Exit Survey

_____
          Student Signature

_____
          Student ID#

_____
               Date

****

College Central Network Registration

I,_____ have registered in the College Central
          (Graduate Name)

Network.

_____
          Student Signature

_____
          Student ID#

_____
          Date

_____   _____
Student Success Center Representative's Signature   Date

GRADUATION CEREMONY INFORMATION

FOR
May 12, 2016

1. Graduation will be held at 7:00 p.m. on Thursday, May 12, 2016 at Smith-Hammond-Middleton Memorial Center at South Carolina State University. Report to Smith-Hammond-Middleton Memorial Center the night of May 12, by 6:00 p.m. **DO NOT BE LATE OR THIS MAY RESULT IN NOT BEING ABLE TO PARTICIPATE WITH YOUR PROGRAM GROUP.**

2. ALL parents, friends, and family are to sit UPSTAIRS, not on the main floor. That area is reserved for graduates, faculty, staff and physically challenged.

3. After the graduation exercise, candidates will return to a designated area for your official degree, diploma or certificate. All candidates are encouraged to participate in the graduation exercises; however If you will not be participating in the ceremony, you may pick up your degree, diploma or certificate from the college unless you requested on your graduation clearance to have your degree, diploma or certificate mailed and have paid the additional fees. **IMPORTANT: The college will retain any degrees, diplomas or certificates not picked up for a period of four weeks after graduation. After four weeks, any degrees, diplomas or certificates not picked up or mailed will be destroyed. Once degrees, diplomas or certificates have been destroyed, the student will be responsible for payment of the re-order fee of $10, late fee of $10 and mailing fee of $10.**

4. **The dress for males will be dark colored pants, white or pastel shirts with tie, dark shoes and socks. No shorts.**

5. **The dress for females will be navy blue or black dresses/slacks and navy or black shoes to go with the dark robes. Please pin your white collar to the neck of your robe prior to coming to graduation.**

6. **Students are not allowed to wear any graduation regalia not affiliated with Orangeburg-Calhoun Technical College.**

7. **ATTENTION MALE GRADUATES** - Please remove your hat during the Invocation and Benediction. Put your hat back on after each prayer.

8. **ATTENTION FEMALE GRADUATES** - Please do not remove your hat for any part of the ceremony. Also, we ask that you **NOT** wear dangling earrings or bracelets.

NO CELL PHONES OR CHEWING GUM PLEASE!

IF YOU HAVE QUESTIONS PLEASE FEEL FREE TO CONTACT THE REGISTRAR THROUGH ASKME@OCTECH.EDU OR PLAESE CALL STUDENT SERVICES AT (803) 535-1224.

-Student Services/Registrar