APPLICATION FOR MAY 2016 GRADUATION

Date _______   Student ID ___________ or Social Security No. __________________

Home Campus Location (Check one)

☐ Franklin   ☐ Suffolk   ☐ Smithfield   ☐ Dual Enrollment

Note: Your name will appear on your diploma and/or certificate exactly as you enter it here. PLEASE PRINT YOUR NAME CLEARLY. (Do not include Mr., Mrs., or Ms.)

Name ____________________________________________________________

Current Address __________________________________________________

Street   City  State  Zip Code

E-Mail Address _____________________________________________________

Telephone Number    Home ____________________ Work ____________________

Degree:
Associate in Arts and Science (AA&S) in _______________________________
Associate in Applied Science (AAS) in _________________________________
With specialization in _______________________________________________

Certificate:
Certificate in ______________________________________________________

Career Studies Certificate:
Career Studies in __________________________________________________

Catalog Year: __________________________  Advisor: ______________________

Please Check One:  ☐ Will attend graduation  ☐ Will not attend graduation

Special Note: For Cap and Gown information, please go to the Barnes & Noble College Bookstore on either the Franklin or Hobbs Suffolk Campus.
Important Notes

To be eligible for graduation from Paul D. Camp Community College, it is the student’s responsibility to:

- Complete and submit the Application for Graduation form to the Office of Admissions and Records by the October 8, 2015, priority deadline date. (Form is available in the Office of Admissions and Records)

- The Office of Admissions and Records will process the application for graduation, complete the Curriculum Audit Sheet, and then forward it to the student’s academic advisor. The student’s advisor will check the Curriculum Audit Sheet for accuracy and forward it to the Academic Dean for final approval of classes needed for graduation.

- The Academic Dean will forward the approved audit sheet to the Office of Admissions and Records for processing.

- A copy of the approved audit sheet will be mailed to the graduation applicant.

- Complete and submit the Graduate Survey through the College Web Site. Go to www.pdc.edu and follow the instructions on the page titled Important Graduation Assessment Requirements.

- Participate in the College’s Core Competency Assessment Testing, which will take approximately 1 ½ to 3 hours. The assessment are for degree students only. Selected students will be contacted during the month of March with details. Follow the instructions on the page titled Important Graduation Assessment Requirements.

- See a College Counselor for assistance in applying to four-year colleges and universities. This step is for students who are graduating with a College Transfer degree (AA & S in Business Administration, Education, General Studies, General Studies – Computer Science, and Science.)

- See a College Counselor or go to the Opportunity, Inc. office at the Regional Workforce Development Center in Franklin for assistance in developing a resume. This step is for students who are graduating in the Occupational/Technical (AAS degrees and certificates).
Important Graduation Assessment Requirements

Congratulations on all of your academic achievements! You are now very close to meeting the requirements for graduation.

As you may have noticed in your PDCCC catalog, the College has assessment requirements for graduation. In accordance with state requirements, the assessment activities required by the college are designed to help the college evaluate its programs so that continuous improvement can take place. You do not have to achieve a specific score as a requirement for graduation on any test although obviously we want every graduate to do his or her best. The scores of individual graduates will not be compared with each other. However, your graduating class will be compared with other Virginia Community Colleges.

To be eligible for graduation from Paul D. Camp Community College, it is the student’s responsibility to participate in the following assessments:

- All graduates (Degree and Certificate) need to complete the Graduate Survey using the College Web Site. Go to www.pdc.edu and (1) Click on the College Quick Links ribbon located in the middle of the home page; (2) Click on the blue Assessment & Research link; (3) Click on Graduate Survey Form located toward the bottom of the page; and (4) Complete the survey and click on “DONE” at the end of the survey.

- If you are getting a two year (AAS or AA&S) degree, you need to participate in the College’s STAGE Test, which will take approximately one hour. Go to www.pdc.edu and (1) Click on the College Quick Links ribbon located in the middle of the home page; (2) Click on the blue Assessment & Research link; (3) Click on STAGE Test located toward the bottom of the page; and (4) Complete the test and then click on “DONE.”

- Participate in the Core Competency Assessment Testing, which will take approximately 1 ½ to 3 hours. The assessments are for degree students only. A designated number of students receiving two year (AAS or AA&S) degrees, will be selected to participate in the Virginia Community College System (VCCS) core competency test. **Selected** students will be contacted during the month of March with details. This year’s assessment will be in written communication and will be administered in March and April. If you are selected, you will be contacted with the available testing dates, times, and locations. Once notified, those selected students would contact Mary Ellen Gleason (569-6740, mgleason@pdc.edu) in the Placement Testing Lab on the Franklin Campus, Judy Hawkins (925-6328, jhawkins@pdc.edu) in the Placement Testing Lab on the Suffolk Hobbs Campus or Jessie Hobbs (925-6340, jhobbs@pdc.edu) at the PDCCC Center in Smithfield to register for your testing date and time.