



## WYTHEVILLE COMMUNITY COLLEGE

1000 East Main Street • Wytheville, VA 24382

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Web Address: <http://www.wcc.vccs.edu>

### GRADUATION CHECKLIST

To be eligible for graduation, you must:

- Meet with your advisor and complete a Graduation Application** by the **posted deadline**:
  - Fall 2016 – October 12, 2016**
  - Spring 2017 – November 7, 2016**
  - Summer 2017 – July 5, 2017**
- Run your advising transcript** (instructions enclosed)
  - Make sure that you are listed in the **correct degree plan**.
  - Check transcript for **courses still needed**, listed in bold.
  - If you find any errors on the transcript, check with your advisor or the Admissions Office.
- Earn a **curricular grade point average** of at least **2.0**
- Fulfill all course and credit hour requirements of your curricula as outlined in the college catalog/student handbook. At least **25%** of the credits must be acquired at the college awarding the degree/certificate/diploma.
- Resolve all financial obligations to the college** and **return all library and college materials**
- Have been **certified** by an appropriate college official as meeting all of the above requirements for graduation

**You must reapply each semester for graduation if you do not complete the requirements for the semester in which you have applied.**

#### 2017 Graduation Survey

As a student about to graduate from Wytheville Community College, you are in a position to provide valuable insights about how well the college functions. Through experience, you know areas in which WCC excels and those that may need strengthening. By taking a few minutes to complete the 2017 Graduation Survey you can be of great help to the college and, more importantly, to the students who follow you at WCC.

The survey can be accessed by typing the following URL (address) into your web browser:

<http://www.cvent.com/d/p5q8by>

As a candidate for graduation, you will also be receiving an email requesting you to complete this survey. Keep in mind that you only need to complete the survey once. Whether you decide to complete the survey now, or later when you receive email notification, thanks in advance for your participation in this important survey.

#### Outcomes Assessment Requirement

Students may be required to complete testing, surveys, questionnaires or other assessment activities designed to measure general education achievement and/or achievement in selected major areas prior to graduation, for the purpose of evaluation of academic programs. No minimum score or level of achievement is required for graduation. Assessment results will remain confidential and will be used for the sole purpose of improvement of the college.

#### Spring Graduate Transfer Requirement

If courses are completed at other colleges, it is the student's responsibility to make sure that grades from that college are received by Wytheville Community College by the graduation date.



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## WCC GRADUATION REQUIREMENTS

To be awarded an associate degree, certificate or diploma from the college, a student must:

1. Have fulfilled all course and credit hour requirements of their curricula as outlined in the college catalog/student handbook. At least 25% of the credits must be acquired at the college awarding the associate degree/diploma/certificate.
2. Have earned a grade point average of at least 2.0 in all studies attempted which are applicable toward graduation in their curricula.
3. Have filed a completed application for graduation with the student's Academic Advisor by the publicized deadline.
4. Have resolved all financial obligations to the college and returned all library and other college materials.
5. Have met the college's computer competency requirements. All graduates of programs containing 45 or more credits must meet the college's computer competency requirement. Students who have passed both ITE 115, Introduction to Computer Applications and Concepts (or equivalent), and SDV 100 (or 101, 104, 108), Student Success, automatically meet the requirement. Others may meet the requirement by demonstrating competency through completing program course activities approved by the Institutional Effectiveness Committee or through passing the college's computer competency test.
6. Have been certified by an appropriate college official as meeting all of the above requirements for graduation.

## DIPLOMA/TRANSCRIPT INFORMATION

**Diplomas will be mailed approximately two months following graduation. They will be mailed to the address that is listed in the Student Information System.** Please do not call the Admissions Office during this two month time period inquiring about your diploma, as this will cause delays.

If you need to order a **replacement diploma**, please call the Admissions Office, or come by and fill out a request form. **There is a \$10 fee per diploma for this service.**

You may request an official transcript online, or by filling out a request form in the Admissions Office. **It is highly encouraged that you request transcripts using our Student Information System (instructions enclosed) if you are graduating from a general (non-Health Profession) program.**

- **If you are graduating from a Health Profession program and need to have transcripts sent to the State Board, please complete the paper request form (instead of the online form) so we can prioritize the processing of your transcript request. Submitting requests online will delay the processing of your transcript.**

**Health Profession program transcripts will be available approximately 7-10 days following graduation. All other programs should be available in 2-3 weeks.** Please note that all graduation information is manually entered, so please wait until after the specified timeframe to inquire about transcript information.

### Questions?

**Degree/Application Requirements/Diplomas: Admissions Office – 276-223-4702**

[kalexander@wcc.vccs.edu](mailto:kalexander@wcc.vccs.edu)

**Ceremony Information: Karen Hawkins, Student Services – 276-223-4758**

[khawkins@wcc.vccs.edu](mailto:khawkins@wcc.vccs.edu)

**Special Needs Accommodations: Renee Thomas, Dean of Student Success and Academic Development – 276-223-4752**

[rthomas@wcc.vccs.edu](mailto:rthomas@wcc.vccs.edu)