



# WYTHEVILLE COMMUNITY COLLEGE

1000 East Main Street • Wytheville, VA 24382

## WCC Graduation Application 2013-2014

**Must be submitted to Faculty Advisor by:**

**Fall - October 14**

**Spring - November 11**

**Summer - July 11**

**Directions:** All responses and signatures are required for submittal of application. Incomplete applications will not be accepted/processed. Please submit completed applications to your faculty advisor by the published deadline. If you print the application from the website, please make sure you include the Faculty Graduation Certification page with your application.

Name: \_\_\_\_\_  
First Name Middle Last

(Please print name as you would like for it to appear on degree, diploma, or certificate)

UserID#: \_\_\_\_\_ or SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
PO Box or Street

City State Zip Code

Home Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name of program(s)\*: \_\_\_\_\_

**\*Please list ALL programs for which you are eligible.**

(If you are uncertain of the type of degree/diploma/certificate you are receiving, please see attached list.)

Anticipated Semester  
of Graduation:  Summer (August)  Fall (December)  Spring\*\* (May)

**\*\*NOTE:** If you have not completed degree requirements by Spring Semester and have classes left to complete the program, you may finish those classes in Summer Semester and be eligible to participate in the Spring graduation ceremony. If this is the case, you must list **SUMMER** as your anticipated semester of graduation above. Graduation refers to the semester in which you complete all requirements.

**I would like to participate in the Spring graduation ceremony (participation is not required)**

Yes or  No

**Please check if you are one of the following:**  Veteran or  Active Duty Military

**Student Signature** \*\*\*: \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*\*Students are required to see their faculty advisor for graduation certification approval. Failure to see an advisor will result in a delay in graduation. Bring this completed form to your faculty advisor for review and approval.





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## Associate of Arts & Sciences

Business Administration  
 Education  
 Education: *Pre-Teacher Elementary Education Specialization*  
 General Studies  
 General Studies: *Pre-Teacher Education Specialization*  
 General Studies: *Specialization in Human Services*  
 General Studies: *Specialization in Social Gerontology*  
 General Studies: *Specialization in Substance Abuse*  
 Liberal Arts  
 Science  
 Science: *Pre-Teacher Education Specialization*  
 Science: *Specialization in Engineering*

## Associate of Applied Science

Accounting  
 Administrative Support Technology  
 Administrative Support Technology: *Specialization in Health Information Management*  
 Administrative Support Technology: *Specialization in Legal Assistant*  
 Business Management and Leadership  
 Corrections Science  
 Dental Hygiene  
 EMT – Paramedics\*  
 Information Systems Technology  
 Information Systems Technology: *Specialization in Database and Technical Support*  
 Information Systems Technology: *Specialization in Networking Systems Technology*  
 Machine Technology  
 Medical Laboratory Technology  
 Nursing  
 Physical Therapist Assistant  
 Police Science  
 Radiologic Technology\*\*

## Diploma

Construction Technology: *Alternative Energy Systems Track*  
 Construction Technology: *Carpentry Track*  
 Construction Technology: *Electrical Track*  
 Construction Technology: *Heating, Ventilation and Air Conditioning (HVAC) Track*

## Certificate

Clerical Studies  
 Corrections  
 General Education  
 Law Enforcement  
 Machine Tool Operations  
 Medical Office Clerk  
 Practical Nursing

## Career Studies Certificate

Carpentry  
 Clerical Assistant  
 Computed Tomography  
 Conflict Resolution  
 Dental Assisting  
 Electrical  
 EMT – Paramedic  
 EMT – Paramedic (Intermediate)  
 File Clerk

Health Sciences  
 Heating, Ventilation, and Air Conditioning (HVAC)  
 Hospitality Management  
 Legal Assisting  
 Machining  
 Medical Coding  
 Medical Records Clerk  
 Medical Transcriptionist  
 Networking

Pharmacy Technician  
 Phlebotomy  
 Project Management  
 Public Health  
 Social Gerontology  
 Solar Installer  
 Substance Abuse  
 Truck Driving  
 Web Design and Office Applications

\*Offered in partnership with Southwest Virginia Community College

\*\*Last admission term Fall 2013



## ***STUDENT COPY - PLEASE KEEP FOR YOUR RECORDS***

### **Wytheville Community College Graduation Requirements**

To be awarded an associate degree, diploma, or certificate 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.

### **Credits Applicable to Second Degree, Diploma, or Certificate**

In awarding students an additional degree, diploma, certificate, or career studies certificate, the college may grant credit for all completed applicable courses which are requirements of the additional degree, diploma, certificate, or career studies certificate. However, the awards must differ from one another by at least 25% of the credits.

### **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 Requirements**

Graduation participation is not required. However, it is important to note on the graduation application whether or not attendance is desired.

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 at least three (3) days before graduation.

### **Commencement Information**

The purchase of caps, gowns, and tassels takes place in the WCC Bookstore in the Spring Semester, beginning in April. Contact the WCC Bookstore for information on ordering graduation announcements.

### **Additional Information**

If you have any questions concerning degree requirements or the graduation ceremony, contact Karen Alexander in the Admissions Office at 276-223-4702 or [kalexander@wcc.vccs.edu](mailto:kalexander@wcc.vccs.edu).