ATTENTION GRADUATES:

WCC Graduation Information Sessions

If you graduated in Fall 2014 or plan on graduating in Spring 2015 or Summer 2015, please plan to attend one of the following Graduation Information Sessions:

Monday, March 30 – Crossroads Institute from 12:30 – 1:30 p.m. in Room 177
Monday, March 30 – Crossroads Institute from 5:30 - 6:30 p.m. in Room 177
Wednesday, April 1 – WCC Main Campus from 12:30 - 1:30 p.m. in Smyth Hall Room 122
Wednesday, April 1 – WCC Main Campus from 5:30 - 6:30 p.m. in Smyth Hall Room 122

Session topics will include:

- Applying for graduation
- Advising transcripts
- Substitution forms
- Contacting your advisor
- Diplomas
- Transcript Requests
- Ceremony Information
- Honors and GPA
- Transfer process
- Q & A

The WCC Graduation Application is available online at:

http://www.wcc.vccs.edu/graduation

Please note the following application deadlines:

Fall 2014 – October 15          Spring 2015 – November 10          Summer 2015 – July 6

You will need to contact your advisor to discuss your degree progress and to fill out the Graduation Application. If you meet with your advisor prior to your selected information session, you may submit the completed paperwork during the session.
GRADUATION CHECKLIST

To be eligible for graduation, you must:

☐ Meet with your advisor and complete a Graduation Application by the posted deadline:
  ☐ Fall 2014 – October 15, 2014
  ☐ Spring 2015 – November 10, 2014
  ☐ Summer 2015 – July 6, 2015

☐ 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.

2015 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 2015 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/vrq1fd

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.
WYTHEVILLE COMMUNITY COLLEGE  
1000 East Main Street • Wytheville, VA 24382
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 Session. 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 time frame to inquire about transcript information.

Questions?

Degree/Application Requirements/Diplomas: Admissions Office – 276-223-4701  
kalexander@wcc.vccs.edu

Ceremony Information: Karen Hawkins, Student Services – 276-223-4758  
khawkins@wcc.vccs.edu

Special Needs Accommodations: Renee Thomas, Dean of Student Success and Academic Development –  
276-223-4752  
rthomas@wcc.vccs.edu
Confirmation of Attendance for Commencement Ceremony

Congratulations on your upcoming graduation from WCC! To reserve your spot in the appropriate graduation ceremony, you will need to detach the form below and return your completed response by Friday, April 3, to the WCC Admissions and Records Office using the provided business reply envelope.

The 2015 WCC commencement ceremonies will be held on Saturday, May 9th, at the Wytheville Meeting Center adjacent to the WCC campus.

- The ceremony for all Health Occupation Programs and Health Occupations Career Studies Certificates (including Pharmacy Technician and Phlebotomy) will be held at 1:00 p.m.

- The ceremony for all General Education, Business & Occupational/Technical programs will be held at 6:30 p.m.

Although attendance is not mandatory, we strongly encourage you to attend the graduation ceremony to celebrate this milestone in your life!

Even if you marked your attendance preference on your graduation application, please take a moment to confirm your decision by filling out the form at the bottom of this page. This will help us to get a more accurate count for our graduation ceremony preparations and will assist us in preparing lineup cards for the ceremony.

*** All response forms are due back to the WCC Admissions Office by Friday, April 3, 2015. ***

If you have any questions or concerns please contact us at 273-223-4701.

-------------***PLEASE DETACH AND RETURN (CUT HERE)***-------------

Please fill out this form and return to the Admissions and Records Office by Friday, April 3, 2015 (business reply envelope enclosed): Please print clearly!

Full Name: ___________________________________ Student ID #: ____________

Select One:

_____ I will be attending the 1:00 p.m. ceremony for Health Occupation Programs and Health Occupation Career Studies Certificates (including Pharmacy Technician and Phlebotomy) programs.

_____ I will be attending the 6:30 p.m. ceremony for General Education, Business & Occupational/Technical programs.

_____ I will NOT be attending the commencement ceremony.
Important Graduation Information

Congratulations on your upcoming graduation from WCC! Please read this document carefully for important graduation ceremony information.

Since there is no rehearsal, it is imperative that graduates be on time for pictures and lineup to receive information regarding the ceremony and your name card. All times are listed below:

Saturday – May 9, 2015  
Health Occupation Programs (NUR, MLT, RAD, PTA, DNH, DNA, LPN, Pharmacy Technician and Phlebotomy) & Health Occupations Career Studies Certificates  
Student Group Pictures by County – 11:15 a.m. (Wytheville Meeting Center – Gym)  
Lineup for Graduates – 12:00 p.m. (Wytheville Meeting Center – Gym)  
Graduation Ceremony – 1:00 p.m. (Wytheville Meeting Center ballroom)

Saturday – May 9, 2015  
General Education, Business & Occupational/Technical Programs  
Student Group Pictures by County – 4:45 p.m. (Wytheville Meeting Center – Gym)  
Lineup for Graduates – 5:30 p.m. (Wytheville Meeting Center – Gym)  
Graduation Ceremony – 6:30 p.m. (Wytheville Meeting Center ballroom)

Guest Information

- Seating in the ballroom is limited and will be available on a first-come, first-served basis. There will be no guest tickets for graduation. Everyone is welcome at attend.
- Guests may begin arriving up to 2 hours prior to the ceremony start time.
- Guests must be SEATED by 30 minutes prior to the ceremony start time or they will forfeit their seat in the ballroom.
- Late arrivals will not be allowed to enter the ballroom and due to space limitations, there can be no saving of seats.
- Graduates in the 1 p.m. ceremony are discouraged from leaving the Wytheville Meeting Center after the pinning ceremonies due to time constraints. A reception featuring heavy hors d’oeuvres will be held between the pinning ceremonies and the 1 p.m. ceremony.
Overflow Rooms

- Overflow rooms will be provided with a live feed of the ceremonies being shown. Overflow rooms are to be used if the ballroom is full or if you arrive later than 30 minutes prior to the ceremony start time.

- Guests will be allowed temporary access to the ballroom to take photos as your graduate approaches the stage. Please listen for your graduate’s program of study to be called and proceed into the main room.

- Graduates will be called in alphabetical order by name after the graduate’s degree program is announced. **Please note that the order of the procession will NOT follow what is printed in the graduation program booklet.**

- Once your graduate has crossed the stage, please exit quietly and quickly and return to the overflow room immediately to keep the aisles and hallway clear. **ALL AISLES MUST REMAIN CLEAR AT ALL TIMES!**

- Each graduate will only walk across the stage one time. Graduates who are receiving more than one certificate, diploma, or degree will be placed with the program of his/her choosing for the ceremony lineup.

Processional/Recessional

Graduates will enter and depart ballroom via main hallway. Please keep this area clear.

- Graduates will march from gym to the ballroom.

- Graduates will march back to the gym after the ceremony.

- Graduates will be released from the gym area once the hallway has been cleared of the graduates and platform party.

Honors Information

- Honors will be based on the cumulative fall 2014 GPA. **Graduates receiving an honor will be given an honor cord at the time of lineup on the day of the graduation ceremony.** Listed below are the GPA requirements for honors:

  - **CUM LAUDE** – 3.2 to 3.49 GPA – White Honor Cord
  - **MAGNA CUM LAUDE** – 3.5 to 3.79 GPA – Burgundy Honor Cord
  - **SUMMA CUM LAUDE** – 3.8 to 4.0 GPA – Gold Honor Cord

WCC staff representatives will be posted at the doors to assist you and answer any questions that you may have. WCC wants all guests and graduates to have the most pleasant experience possible, so your cooperation is most appreciated as we gather to honor our graduates.

The front section of the parking lot at the Wytheville Meeting Center will be reserved for handicapped parking access, but spaces will be limited, so please arrive early.

Professional photos will be taken of each graduate and will be available for purchase following the ceremony. Further information will be provided to all graduates at the graduation ceremony.
Getting Ready for Graduation  
Saturday, May 9, 2015

Graduation regalia items are currently available for purchase in the WCC Bookstore.

All graduates will be required to wear the appropriate regalia (black cap, gown, and tassel, and WCC stole) to participate in the ceremony. (Members of PTK Honor Society may opt to wear the PTK stole in lieu of the WCC stole and will not be required to purchase the WCC stole.)

2015 Prices of Graduation Items

- Cap, Gown, & Tassel set $26.00
- Required WCC Stole $21.00
- Invitations (pack of 10) $15.00

2015 Prices of Single Items also available

- Gown $18.00
- Cap $10.00
- Tassel (Black) $5.00
- Souvenir Tassel (WCC Colors) $5.00
- Key Chain $5.00

***All prices are subject to change***

If you have any questions, please call the Bookstore at 276-223-9841
Instructions for Requesting Official WCC Transcripts

Request a WCC Transcript using SIS:

1. After you log in to the Student Information System, you can request a transcript:
2. Click the For Students button on the left
3. Click the Academic Summary button under that
4. Click the Request Official Transcript button under that
5. Fill in the requested information and submit the form

Note: If you have attended more than one community college, you need to set the user preferences to the college you need the transcript sent from.

After you are finished, do not forget to click the Logout button.

Request a WCC Transcript using the paper request form (preferred for Health Profession program graduates):

Navigate to http://www.wcc.vccs.edu/transcript-request and click on the link within the sentence, “You can click here for a copy of the transcript request form” located just above the instructions for requesting the transcript using SIS (shown above).