



Application for Graduation

4400 College Drive · Vernon TX, 76384 · 940-552-6291 · Fax 940-553-1753

I attend classes at: Vernon WF Sheppard STC Other

INSTRUCTIONS: This form must be completed for the Office of Admissions and Records by each student who anticipates completing the requirements for any **CERTIFICATE** or **DEGREE**. Please type or print very carefully your name exactly as you wish it to appear on your diploma, and provide the other information as required. You must apply for each and every certificate or degree to be received.

NAME & ID#: _____ | _____
(VC ID# or SS#) (First) (Middle) (Last)

MAILING ADDRESS: _____
(Street Address) (City, State & Zip) (Home or Cell Phone)

E-MAIL ADDRESS: _____

AFTER GRADUATION, I PLAN ON TRANSFERRING TO (COLLEGE/UNIVERSITY): _____

ARE YOU A VETERAN OR ACTIVE DUTY MILITARY? YES NO

DATE I PLAN TO COMPLETE MY CERTIFICATE OR DEGREE REQUIREMENTS:

AUGUST [____] DECEMBER [____] MAY [____]

SELECT TYPE OF DIPLOMA FROM BELOW. Please use Program of Study and Option descriptions as printed in the applicable VC General Catalog.

Associate Degrees
(Check Applicable below)

Certificate of Completion
(24) Semester Hrs. or more)

Associate of Arts (AA)

(Program of Study)

Associate of Science (AS)

(Name of Option)

Associate in Applied Science (AAS)
If ADN are you Generic or Transition?

Skills Certificate (Less than 24 hrs.)

(Program of Study)

(Program of Study)

(Name of Option)

Degree/Certification plan(s) used above are found in the _____ Vernon College Catalog.
(Year)

SIGNED: _____ DATE: _____
(Signature of Student)

FREQUENTLY ASKED QUESTIONS ABOUT GRADUATION

Q. How do I know if I am ready to graduate?

A. Work very closely with your faculty advisor or counselor to establish your degree plan and keep close watch on your progress. Know what your degree plan is by finding it in the college catalog.

Q. When should I apply for graduation?

A. You should apply for graduation before the published deadlines. This gives us time to perform a degree audit and notify you of your progress in time to make plans for any classes you might be lacking.

Q. How do I apply for graduation?

A. Go to the Office of Admissions and Records in Wichita Falls or Vernon and ask to fill out your graduation application.

Q. After I have applied for graduation will I get a letter telling me if I am OK?

A. If you apply before your last semester the Registrar's Office will notify you about your progress. If you wait until your last semester is under way you will not receive a letter.

Q. Can I look up information about graduation?

A. Yes. There is information in the Vernon College General catalog; look in the index under degrees, certificates and awards. These are the pages that tell you the requirements for all certificates and degrees and where you can find the requirements for your particular certificate or degree. In addition, you can view the catalog online under the college website.

Q. Do I have to have a certain grade point average to be able to graduate?

A. A GPA of at least 2.0 is required for all certificates and degrees.

Q. I am graduating in August or December; can I participate in the graduation ceremony in May?

A. Yes, all graduates, with the exception of those students receiving **Skills Certificates**, are encouraged to participate in the commencement ceremony in May. Skills Certificates are certificates of less than 24 semester hours which are usually only one semester in length and these short certificates do receive a diploma and **are not** eligible for the commencement ceremony.

Q. How do I know where to go for the May ceremony?

A. Approximately one month before the ceremony, we will send you a letter telling you where in Vernon the ceremony is held and giving you the time to arrive for rehearsal. Caps and gowns are to be picked up at one of the College Book Stores after you receive the letter.

Q. If I graduate in August or December when do I get my diploma?

A. August and December diplomas are mailed out from the Registrar's Office one month to six weeks after graduation date.