

2018 -2019 Graduation Packet

Packet Includes

- Graduation Checklist
- Graduation Deadlines
- Graduation Clearance Form
- Important Graduation Ceremony Information
- College Central Network Registration Guide

ORANGEBURG-CALHOUN TECHNICAL COLLEGE
2018-2019 GRADUATION CHECKLIST
QUESTIONS? CONTACT US AT ASKME@OCTECH.EDU OR (803) 535-1224

- ✓ **FIRST – PRINT YOUR GRADUATION PACKET found on the college website at www.octech.edu under Student Resources – Forms Center – Graduation Packet. The packet includes the Graduate Exit Survey link.**
- ✓ **CLEARANCE FOR GRADUATION**

Complete Part 1 of the Clearance for Graduation Form and forward to your Program Coordinator or Academic Dean for completion of Part 2. Allow at least three (3) working days after submission for the approval process. (NOTE) Print and attach a copy of your Program Evaluation from your Connect account, to this form prior to submitting to your Program Coordinator. If you are eligible for more than one degree, diploma or certificate, you must submit a clearance form for each. Your graduation fee will be determined based on the number of programs you apply for. This fee is for the printing and mailing of each credential.
- ✓ **COMPLETE GRADUATE SURVEY, COLLEGE CENTRAL NETWORK REGISTRATION & WORKKEYS TESTING**
 1. **GRADUATE EXIT SURVEY** – Complete this survey by going online to <https://www.surveymonkey.com/r/octech1819grad>. This must be done prior to turning in your graduation packet.
 2. **REGISTER WITH COLLEGE CENTRAL NETWORK** – Take advantage of the useful tools that can benefit you as a graduate in searching and applying for jobs.
 3. **WORKKEYS TESTING** – Please see your Program Coordinator or Academic Dean for details.
- ✓ **PAY GRADUATION FEES**

Pay graduation fees by the payment deadline(s). Your graduation fee will be \$15.00 per associate degree, diploma and/or certificate in which you are applying for. A \$10.00 late fee will be charged for applications received after the application deadline. All outstanding balances must be paid prior to graduation fees being paid. **DO NOT leave your payment with your Program Coordinator. It is YOUR responsibility to pick up your Clearance form from your Program Coordinator prior to the fee deadline. Failure to pay fees by the stated deadline may delay receipt of your degree, diploma or certificate.**

NOTE: Graduation fees are non-refundable if program requirements are not met. It is the student's responsibility to re-apply for graduation for the term that they will complete their requirements and pay the fees.
- ✓ **ORDER GRADUATION ANNOUNCEMENTS, CAPS AND GOWNS**

Purchase your cap and gown via the College Bookstore by the stated deadline in the Graduation Packet. **Failure to do so by the stated deadline may delay receipt of your cap and gown by the pick-up date.** Purchase your invitations via the College Bookstore and mail at least two (2) weeks prior to graduation. This fee is separate from the Graduation Fee.
- ✓ **IF YOU ARE A STUDENT WITH A STUDENT LOAN:** You must complete loan exit counseling. Visit www.studentloans.gov and log in. Go to Counseling and do your Loan Exit Counseling. If this is not done, your degree will be held and until the Registrar's office receives verification of completion from the Financial Aid office.
- ✓ **POINTS TO REMEMBER**
 - It is the student's responsibility to apply for graduation. The College will not notify you when you have or will complete course requirements.
 - Graduation clearance form must be signed by the Program Coordinator or Academic Dean and Student before payment will be accepted.
 - Please indicate if you will or will not participate in the graduation exercises. This will enable us to have an accurate count of participants for set-up purposes.
 - Graduates should check their final grades on Self Service. If you have questions regarding your grades, you should contact your instructor(s). **If you fail to meet course requirements during your specified term of graduation, you must re-apply for graduation and pay all required fees again at the time requirements are met.**
 - **Graduates who plan to re-enroll in another academic program the following semester, must re-apply for admission with an Admissions Counselor prior to registering for classes.**
 - **Summer 2018 graduates who wish to participate in the Spring 2018 Graduation ceremony must adhere to the Spring 2018 Deadlines.**
 - **All degrees, diplomas and /or certificates will be mailed four to six week after the end of each term.**

2018-2019 Graduation Deadlines

Graduation participation is for the May 14, 2019 ceremony.

Fall 2018 Graduates

Application and Fee Deadline

Participating

November 29, 2018

Not Participating

November 29, 2018

Spring 2019 Graduates

Application and Fee Deadline

Participating

March 14, 2019

Not Participating

March 14, 2019

Summer 2019 Graduates

Application and Fee Deadline

Participating

March 14, 2019

Not Participating

May 29, 2019

If participating in the May 2019 Graduation Ceremony:

Cap/Gown Order Dates – December 3, 2018 – March 7, 2019

Cap/Gown Pickup Date – May 1, 2019

Commencement Date – May 14, 2019

IMPORTANT DEGREE MAILING INFORMATION

Please allow 4 to 6 weeks after the end of the term in which you graduated to receive your degree in the mail.

STUDENTS WITH LOANS:

You must do your loan exit counseling or your degree will be held until it has been completed. You may complete it by visiting www.studentloans.gov.

**ORANGEBURG-CALHOUN TECHNICAL COLLEGE
CLEARANCE FOR GRADUATION
2018 - 2019**

For Registrar's Use Only GPA: _____ PTK: _____ Who's Who: _____
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STUDENT ID _____

VETERAN _____ YES _____ NO

PART I – To be completed by student – PLEASE PRINT CLEARLY using blue or black ink only.

Student Name: _____
(First) (Middle) (Last)

Mailing Address: _____
(PO Box/Street) (City) (State) (Zip)

(Phone) (Email Address)

*Phonetic Spelling of Name (if your name is mispronounced often): _____

Graduation exercises are held at the end of the Spring semester each year. Students should apply for graduation during the semester they will complete course requirements even though they will not march until the Spring (May) ceremony. For Summer graduates planning to march in May please adhere to the Spring deadlines.

Print Name of Program and Program Code (please print clearly)

*If student is completing a certificate program, please enter the number of credit hours required for graduation: _____

Check appropriate Term Year and Credential:
YEAR TYPE OF CREDENTIAL
____ Fall 2018 Certificate _____
____ Spring 2019 Diploma _____
____ Summer 2019 Associate Degree _____

<u>Only students completing their requirements in Fall 2018, Spring 2019, and Summer 2019 are eligible to participate in the May 2019 graduation ceremony.</u>

Please check ONE below. This will enable us to have an accurate count of graduation participants for set-up purposes.

<p>_____ I <u>will</u> participate in the May 2019 Graduation Exercises.</p> <p>_____ I will not participate in the May 2019 Graduation Exercises.</p>
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FOR CASHIER'S USE ONLY Total Amount Paid \$ _____ Late Fee _____ Yes _____ No

THE COMPLETION AND SIGNING OF THIS FORM DOES NOT GUARANTEE YOUR GRADUATION. ALL COURSE REQUIREMENTS MUST BE MET BEFORE YOU CAN RECEIVE YOUR CREDENTIALS. GRADUATION FEES ARE NON-REFUNDABLE AND NON-TRANSFERRABLE. IF REQUIREMENTS ARE NOT MET IN THE TERM YOU HAVE APPLIED, YOU ARE RESPONSIBLE FOR RE-APPLYING FOR AND PAYING THE REQUIRED GRADUATION FEE FOR THE NEW TERM.

Student Signature _____ Date _____

Part II – To Be Completed by Program Coordinator and Academic Dean

After careful review of the curriculum evaluation for the above applicant, I certify that this student is eligible for graduation during the term specified above.

Program Coordinator or Academic Dean Signature

Date

GRADUATION CEREMONY INFORMATION

FOR

May 14, 2019

1. Graduation will be held at 7:00 p.m. on Tuesday, May 14, 2019 at Smith-Hammond-Middleton Memorial Center at South Carolina State University.

Graduates must report to Smith-Hammond-Middleton Memorial Center the night of May 14, by 6:00 p.m. **DO NOT BE LATE OR THIS MAY RESULT IN NOT BEING ABLE TO PARTICIPATE WITH YOUR PROGRAM GROUP.**

2. Reminder emails will be sent to graduates providing important graduation information and detailed line-up instructions 3 to 4 weeks prior to graduation.
3. ALL parents, friends, and family are to sit UPSTAIRS, not on the main floor. That area is reserved for graduates, faculty, staff and the physically challenged.
4. **The dress for males will be dark colored pants, white or pastel shirts with tie, dark shoes and socks. No shorts.**
5. **The dress for females will be navy blue or black dresses/slacks and navy or black shoes to go with the dark robes. Please pin your white collar to the neck of your robe prior to coming to graduation.**
6. **Students are not allowed to wear any graduation regalia not affiliated with Orangeburg-Calhoun Technical College.**
7. **ATTENTION MALE GRADUATES** - Please remove your hat during the Invocation and Benediction. Put your hat back on after each prayer.
8. **ATTENTION FEMALE GRADUATES** - Please do not remove your hat for any part of the ceremony. Also, we ask that you **NOT** wear dangling earrings or bracelets.

NO CELL PHONES OR CHEWING GUM PLEASE!

IF YOU HAVE QUESTIONS PLEASE FEEL FREE TO CONTACT THE REGISTRAR THROUGH ASKME@OCTECH.EDU OR CALL STUDENT SERVICES AT (803) 535-1224.

-Student Services/Registrar

www.collegecentral.com/octech

STUDENT REGISTRATION INSTRUCTIONS

All students are eligible to use the **Orangeburg-Calhoun Technical College** online job board after completing the following registration process through a site that has been specially designed by College Central Network:

- Go to: **www.collegecentral.com/octech**
- Select the **Student** icon, and read the information and announcements on the next page.
- Go to the **Create Account** link.
- Type in your **Access ID** (last six digits of your student ID number) and a **Password** that you will remember.
- Then **Continue Registration**.

REGISTRATION ENTRY

- Complete all requested information on the registration form. Employers will search this information to choose appropriate candidates. And, the **Job Agent** will notify you of jobs posted to your school that match your interests.

JOB SEARCH

- From your homepage, select **Search for Jobs/Opportunities Posted to My School**, enter criteria specific to the type of job you are seeking, and then **Begin Search**. Also **Search for Jobs in CCN’s Jobs Central**, our national jobs database, and for internships in **Intern Central**.
- To monitor your job search, select **View My Job Search History** from your homepage.
- From your homepage, complete the **Report Offers/Hires** when you are offered a job.
- Review the **Career Document and Media Libraries** to get additional job search tips and career info via printed documents, podcasts, and videos.

RESUME ENTRY

- On your homepage, select **Upload a Resume** or **Build a Resume** and follow the instructions. **If you do not have a resume in the system, employers will not be able to find you when they search for candidates** and you may miss out on opportunities.
- Your resume will be reviewed and approved by our office before it can be submitted via the system and searched by employers. You will be notified by email when your resume is approved.
- Resumes that have not been updated in 18 months will be purged from the database.

CREATE A PORTFOLIO

- Build a career portfolio to show prospective employers samples of your class work, achievements and work experience. This will help you gain an advantage over other job seekers. Keep the portfolio hidden from employers while you are working on it; select “Show” when completed.

You can **visit the Web site 24/7**. To login, after selecting the **Student** icon from the homepage, select **Student Central** on the next screen. Enter your **Access ID** and **Password**. It is imperative to keep your info updated so employers are not searching on outdated info or find old resumes.