



Spring 2021 Application for Associate Degree/Certificate

DEADLINE: Friday, January 15, 2021 by 11:00 a.m.-A SIGNED DEGREE PLAN MUST BE ATTACHED

OFFICE USE ONLY - DO NOT WRITE IN THIS BLOCK		10/19/2020
Requirements Met _____	Honors _____	
G.P.A. _____		

Name on diploma: _____ Student #: _____
First Middle Last

Address: _____
Mailing City State Zip Code

Telephone: _____
Home Work Cell

Application Fees: Associate Degree/Certificate Participant - \$67.00 Degree/Certificate Non-participant - \$25.00

Degree or Certificate you are applying for: (See Applied Science and Certificate program option list on the following page).

____ Associate of Arts (Liberal Arts) ____ Associate of Science (General Studies)

____ Associate of Applied Science: _____

Program Option Title

____ Certificate: _____ ____ Short Certificate: _____

Certificate Title

Certificate Title

Requirements met at the end of: ____ Spring 2021 ____ Fall 2020 ____ Summer 2020

Catalog year for requirements met: _____ Ceremony Participant ____ Non-participant ____

Student Signature _____ Date: _____

CAP AND GOWN INFORMATION FOR CEREMONY PARTICIPANTS

(Chest and Cap Measurements must be in inches)

NAME _____ MALE ____ FEMALE ____

HEIGHT _____ WEIGHT _____ CHEST _____ HIPS _____ CAP _____

ADMISSIONS/BUSINESS OFFICE USE ONLY

ENTERED INTO COMPUTER _____ DATE _____

EVALUATOR _____ DATE EVALUATED _____

APPROVED FOR GRADUATION _____

Dean of Student Services

Date

BUSINESS OFFICE: _____

Amount

Received By

Receipt #

Date

Associate of Applied Science

Program Option Titles

Applied Technology:

Air Conditioning & Refrigeration: _____ AAS; _____ Standard CER; _____ Short CER
Automotive Manufacturing: _____ AAS; _____ Standard CER; _____ Short CER
Industrial Maintenance: _____ AAS; _____ Standard CER; _____ Short CER
Welding: _____ AAS; _____ Standard CER; _____ Short CER; _____ GMAW; _____ SMAW

Business:

Accounting: _____ AAS; _____ Basic ACC Short CER; _____ Customer Service Short CER
Banking & Finance
Business: _____ AAS; _____ Short CER
Management
Entrepreneurship

Business & Office Technology:

Administrative Technology: _____ AAS; _____ Short CER
Legal Administrative Technology
Medical Administrative Technology

Computer Info Systems:

Cyber Defense: _____ AAS; _____ Short CER
Information Technology: _____ AAS; _____ Short CER; _____ Microsoft Office Short CER;
_____ Mobile App Development Short CER; _____ Networking Tech Short CER

Career Program:

Child Care: _____ Child Care & Development Short CER _____ Child Development Associate Short CER
Criminal Justice: _____ AAS; _____ Standard CER; _____ Short CER
Emergency Medical Technician: _____ Basic CER; _____ Advanced CER
Fire Science: _____ AAS; _____ Standard CER; _____ Short CER
Medical Assisting: _____ AAS; _____ Short CER; _____ Elec Health Records Specialist Short CER;
_____ Phlebotomy Short CER
Nursing: _____ AAS-Direct Nursing; _____ AAS-Mobility
Practical Nursing: _____ CER

Visual Communication:

Multimedia Graphic Design: _____ AAS; _____ Short CER
Simulation Modeling: _____ AAS; _____ Short CER

Chattahoochee Valley Community College

Graduation/Certificate Instructions

Congratulations on this major accomplishment with your upcoming graduation. We wish you only the best in your future endeavors.

Upcoming Graduation/Certificate Application Open Enrollment & Deadline Dates:

- **SPRING 2021:** Monday, November 2, 2020 – Friday, January 15, 2021 by 11:00 a.m.
- **SUMMER 2021:** Wednesday, May 19, 2021 – Thursday, June 3, 2021 by 5:00 p.m.

**** Please note that CVCC only has one graduation ceremony a year, which is at the end of the Spring Semester.**

Graduation/Certificate Fees:

- Degree seeking and certificate students who wish to participate in the graduation ceremony will pay \$67.00. This fee covers the cap and gown, diploma, and diploma cover.
- Non-participants for a degree or certificate program will pay \$25.00. This fee covers the diploma and diploma cover only.

Please follow the bulleted instructions below as it relates to applying for graduation:

- Complete the Application for Graduation or Certificate by the above deadline dates so your degree or certificate will post by the end of the semester.
 - A degree plan signed by your academic advisor must accompany your graduation or certificate application.
 - If you are applying for dual degrees or certificates, complete a separate application form for each degree or certificate along with the designated fees.
- Please ensure to print your information legibly on the application. The name and address on your graduation application should be the same as on your admissions file. If your name or address has changed, please complete a change of information form in the Admissions Office.

Complete the online graduation survey at <https://www.surveymonkey.com/r/GRSP21>. Once completed, print and sign the “Thank You” page and turn it in with your graduation/certificate application.

- To become eligible to receive a degree or certificate award:
 - Fulfill all financial obligations to the college.
 - Achieve a minimum cumulative grade point average of 2.00.
 - Successfully complete all required courses
 - Transfer students must complete 25% of degree requirements at CVCC.

Calculation of Graduation Honors:

**** Calculation of graduation honors is based on the cumulative grade point average of the last semester prior to the graduation term.**