

# ***Middle Georgia Technical College***

## ***Diploma Graduation Application Process***

Please follow these steps to guide you through the graduation application process.

1. Complete all sections of the *Application for Graduation* (page 3). If all sections are not completed, your application cannot be processed.
2. Have your advisor sign the application before turning it in to the Admissions Office.
3. Complete the *Graduate Follow-up Survey* (page 4).
4. Turn in the *Application for Graduation* and the *Graduate Follow-up Survey* stapled together to the Admissions Office.
5. Keep pages 2, 5, and 6 for your information.
6. If you have any questions, please contact the Admissions Office at (478) 988-6850 or the Registrar's Office at (478) 988-6800 ext 5013.

# DIPLOMA

## APPLICATION FOR GRADUATION MIDDLE GEORGIA TECHNICAL COLLEGE

This application for graduation must be submitted at the time you register for your last quarter before graduation. As a prospective graduate, I understand that:

1. To graduate from Middle Georgia Technical College, a student must:
  - Pass all required courses with a grade of “C” or higher and
  - Have an overall GPA of 2.0 or higher
  - Complete an exit exam in General Education
2. If I do not meet requirements for graduation by the quarter indicated, *I must re-apply by completing a new application.*
3. It is my responsibility, in the final quarter of my program of study, to take the diploma exit exam. (This exam is used for program assessment purposes only; the score does not affect my graduation from the college.)
4. It is my responsibility to request an official copy of a transcript from any other institution(s) for credit used for graduation from MGTC.
5. It is my responsibility to have my advisor verify that I will complete my course of study by the quarter indicated below. An advisor’s signature is required on the application for graduation.
6. It is a requirement to settle any financial obligations, responsibilities, over payments, etc. before I receive my degree/diploma.
7. Students must clear their account with the Library and return any equipment, software, or other items on loan from the College.
8. It is my responsibility to provide the Admissions Office with a copy of my high school diploma, transcript, or GED.
9. The Graduation Ceremony is conducted annually during Spring Quarter. Degree/Diplomas are available for pick up the day after the ceremony. Those not picked up will be mailed.
10. **GRADUATION IS FREE. All costs are covered by the Student Activity fee.**

# DIPLOMA

*APPLICATION FOR GRADUATION*  
MIDDLE GEORGIA TECHNICAL COLLEGE

I hereby apply for graduation from:

PROGRAM \_\_\_\_\_

SPECIALIZATION: \_\_\_\_\_

Quarter Graduated: \_\_\_\_\_

Current Employer: \_\_\_\_\_

**PRINT YOUR NAME AS YOU WISH IT TO APPEAR ON YOUR DEGREE  
AND/OR DIPLOMA.**

NAME \_\_\_\_\_

STUDENT ID # \_\_\_\_\_

Will you be participating in the graduation ceremony? YES \_\_\_\_\_ NO \_\_\_\_\_

If NO, please be advised that a cap & gown WILL NOT BE ORDERED.

If YES, please provide the following information:

HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_ MALE \_\_\_\_\_ FEMALE \_\_\_\_\_

Mailing Address:

P.O. Box, or Street # \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone Numbers: (w) \_\_\_\_\_ (h) \_\_\_\_\_

Email Address: \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Initial      Date      OFFICE USE ONLY

\_\_\_\_\_ High School/GED verification

\_\_\_\_\_ College Transcript

\_\_\_\_\_ Complete Exit Exam

\_\_\_\_\_ Approved – Registrar



Dear MGTC Graduate:

We need your help in order to maintain and improve our programs offered here at Middle Georgia Technical College (MGTC).

Please take a few minutes to complete this survey form today. This survey allows us to judge the effectiveness of our programs based on the experiences and comments of our current graduates. Your responses will be grouped with others in your respective field of study and your name will not be associated with the information you give MGTC.

Please turn in this survey with your graduation application in the Admissions Office. If you have any questions please contact **Career Services at 478-988-6800 ext. 5014** or email to **pivey@middlegatech.edu**. Thanks for any consideration that you give this matter.

### *Graduate Follow-up Survey:*

Name of student \_\_\_\_\_

What program did you complete at MGTC? \_\_\_\_\_

What quarter/ year did you complete your program? \_\_\_\_\_

Please rate the following things about the technical training you received at MGTC? Place a check in the corresponding boxes when rating.

	Excellent	Good	Fair	Unsatisfactory
How well did your training prepare you for the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the instruction content up-to-date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the instruction well presented in the classroom?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the instruction well presented in the lab?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was instruction well organized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were the instructional tools/equipment similar to the job setting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How would you rate the grading and testing procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are you currently employed?      Yes       No

If you answered yes, where are you employed? \_\_\_\_\_

Employer address/phone number: \_\_\_\_\_

Employed: In field of study     Related field     Unrelated field     Continuing Ed.

If you need job placement assistance, please contact **Career Services at 478.988.6800 ext. 5014**.

G E O R G I A ' S

# TECHNICAL EDUCATION: GUARANTEED

## “Setting the Standard of Excellence”

The Georgia Department of Technical and Adult Education has developed curriculum standards with direct involvement of business and industry. These standards will serve as the industry-validated specifications for each occupational program.

These standards allow Georgia’s 34 technical colleges to offer their business partners this guarantee: *“If one of our graduates who was educated under a standard program, and his/her employer agree that the employee is deficient in one or more competencies as defined in the standards, the technical colleges will retrain that employee at no instructional cost to the employee or employer.”*

This guarantee applies to any graduate of our technical colleges who is employed in the field of his/ her training. It is in effect for a period of two years after graduation.

To inquire or to file a claim under the warranty, please call the Vice President of Instructional Services at your local technical college.

## “Meeting Tomorrow’s Challenge Today”

In an increasingly competitive global marketplace, one of the most important challenges facing Georgia is the education and training of a technologically advanced, highly skilled and literate workforce - the lifeblood for continued economic growth and development.

The Georgia Department of Technical and Adult Education has set the standard for the future by establishing the framework for a comprehensive system of technical colleges to prepare Georgia’s workforce for the 21st century.



*Georgia’s technical colleges take pride in being the first to offer this statewide guarantee to our partners in business and industry.*



- **What is Career Services?**
  - **How can it assist me?**
- **How can I register with Career Services?**

The Career Services Office goal is to assist students who are currently enrolled or have recently graduated from Middle Georgia Technical College. Career Services strives to assist students in obtaining employment in their prospective field of study. Career Services duties include job referrals, job seeking skills, career counseling, workshops geared towards creating and improving interviewing skills and resume writing skills. To register for Career Services simply email your resume as an attachment to [pivey@middlegatech.edu](mailto:pivey@middlegatech.edu) and include what types of jobs you are interested in and what city you would like to work. Students can also call Pat Ivey at 988-6800 ext. 5014 to set up an appointment.

Current Job Posts or Openings can be seen in A121 and on the Job Boards located outside of A Building and outside of the Student Center.

Email your resume, as an attachment, to <mailto:pivey@middlegatech.edu> so that your resume will be accessible to employers who post jobs with MGTC.

Post your resume on-line for all Georgia employers at:  
<http://mgtc.erecruiting.com>

***Pat Ivey: <mailto:pivey@middlegatech.edu> or 478-988-6800 ext. 5014***

***MGTC encourages all students to register with the Career Services Office located in A121 as well as with the Georgia Dept. of Labor located on Cohen Walker Drive.***