



PIEDMONT COMMUNITY COLLEGE
Application for Graduation

THIS FORM SHOULD BE PROCESSED AT THE END OF YOUR NEXT TO LAST SEMESTER OF COURSES AND TAKEN TO THE STUDENT DEVELOPMENT OFFICE.

INSTRUCTIONS:

- 1. Complete section one of this application. Both an overall minimum 2.00 GPA and a 2.00 major GPA are required for graduation.
2. Students once you have completed this application, please send this to your Advisor for eligibility determination and for final completion for submission.
3. Your faculty advisor completes section two and attaches the required Degree Audit (EVAL).
4. All fees owed to Piedmont Community College must be paid in full. Check with the Learning Resources Center, Bookstore, Financial Aid Office, and Business Office for outstanding balances.
5. Graduation Fee: ONLY high school students who are dually enrolled and Adult Basic Skills student are required to pay \$30.00 to participate in the Commencement Ceremony.

All outstanding fees owed to Piedmont Community College must be paid in full to the Business Office.

SECTION 1: TO BE COMPLETED BY STUDENT PLEASE PRINT

NAME: ID NUMBER:
(AS IT SHOULD APPEAR ON YOUR DIPLOMA)

ADDRESS (MAILING ADDRESS):

ADDRESS CITY STATE ZIP

Email Address: Phone Number (with area code)

Do you plan to participate in the graduation ceremony? Required to answer Yes No

Height: Weight: Required to order cap/gown if participating

Select one: Regular Enrolled Student Dual Enrolled High School Students

Student Signature: Date:

SECTION 2: TO BE COMPLETED BY ADVISOR

Student's Graduation Semester: Year: GPA:

- Student has met all requirements --Degree Audit printout is attached. (Completed by Registrar)
Student has met all requirements except those in progress as listed on the attached Degree Audit.

Certificate #1 Program Name: Program Code:

Certificate #2 Program Name: Program Code:

Diploma #1 Program Name: Program Code:

Associate #1 Program Name: Program Code:

Associate #2 Program Name: Program Code:

Advisor Signature: Date:

SECTION 3: GRADUATION PAYMENT:

Fees Paid: Graduation Amount Paid: BO Staff Initials:

How to electronically sign a PDF document without printing or scanning:

1. **Adobe Reader**- Open the PDF in Adobe Reader and click the *Fill and Sign* button. Select the *Sign* button and choose *to add a signature*. Use the drawing tool to create your signature. Click *Apply* and place the signature on the appropriate line.
2. **MAC Users**- Open the PDF in Preview (Usually the default PDF viewer). Select the *Toolbox* Button (shaped like a toolbox) and then click the *Sign* button on the toolbar. Draw your signature using the trackpad and apply it to your PDF.
3. **iPhone or iPad users**: Only available using the iOS mail app. Send the PDF to the email attached to your iOS mail app. Open the PDF in the email and select the *drawing tool* on the upper right-hand side. After you have created your signature, click *Done* and then *New Message*. The updated PDF will include the signature.
4. **Adobe Fill and Sign App**: Download the Adobe Fill and Sign App. This App will allow you to sign unlimited documents for a month for free. After downloading, click the *Signature* button and use the drawing tool to add a signature. You can save the document and share it using other Apps available on your phone.
5. **DocuSign**: <https://www.docusign.com/> A 30-day free trial is available without inputting credit card information. After signing up for your free trial, upload the PDF to the site. Select *I'm the only signer* and then *Sign*. On the left-hand side, click the *Signatures* button and place the signature on the correct field. Input your full name and click *Adopt and Sign*. You can choose to send the updated PDF or return to the home screen. Click on the form to save it as a PDF.