

York Technical College

APPLICATION FOR DEGREE, DIPLOMA, OR CERTIFICATE



Directions: Please read the entire application, follow all instructions carefully and **print legibly**. Once you complete the application, return it to the Academic Records Office for processing. It is recommended that you print a Program Evaluation from WebAdvisor to ensure that you have listed the correct program name on this application to confirm that you have completed the course requirements for your program. Students who apply for programs in which they are not currently active must meet the requirements set forth in the current catalog. If you are applying for a program that does not appear on the program list sheet, please contact Laveria Wynn or Brandy Piner at 803-325-2879.

If you are mailing your application, please follow the fee schedule listed on the bottom of this application and return it to: York Technical College, Academic Records Office, 452 South Anderson Road, Rock Hill, SC 29730.

Please note the important deadlines below. Applying by the priority deadline gives Academic Records enough time to process your application and notify the department chair if there is a problem with your record. Processing deadlines ensure that your award will be processed within the term you apply. If you miss your processing deadline, your application will not be processed until the end of the following term.

IMPORTANT DATES FOR FALL APPLICANTS

PRIORITY DEADLINE FOR FALL 2011	November 1
PROCESSING DEADLINE FOR FALL 2011	December 20

IMPORTANT DATES FOR SPRING APPLICANTS

PRIORITY DEADLINE FOR SPRING 2012	March 1*
PROCESSING DEADLINE FOR SPRING 2012	May 11

IMPORTANT DATES FOR SUMMER APPLICANTS

PRIORITY DEADLINE FOR SUMMER 2012	March 1*
PROCESSING DEADLINE FOR SUMMER 2012	July 31

*Students who will complete their degree or diploma requirements in the Fall, Spring, or Summer term of the 2011-12 current academic year are eligible to participate in the ceremony held after the end of the Spring term. Students who want to participate must complete this application by March 1 of the 2011-12 academic year.

In order to be included in public announcements of candidates for graduation, students who do not plan to participate or who are earning certificates should also apply for graduation by March 1 of the 2011-12 academic year. Otherwise, students should apply for graduation by the priority or processing deadline for the term in which they are completing their program requirements.

PAYMENT INFORMATION

Degree and Diploma (including replacements)	\$10.00 non-refundable fee per application
Certificate	\$5.00 non-refundable fee per application
Participation in Ceremony (includes cap and gown, award cover, announcements)	\$25.00 non-refundable fee

