

OZARKS TECHNICAL COMMUNITY COLLEGE

Application for Graduation Office of the Registrar

Visit www.otc.edu/registrar/1700.php for detailed information.

- Review your degree audit to determine your eligibility for graduation.
- Application for Graduation and \$30 Graduation Fee:
 - Complete application, pay the Cashier's Office the fee and return this form to Student Services.
 - Complete the application using your MyOTC account and the fee will be added to your account.
- An exit assessment is required for all graduates. Register in advance at www.otc.edu/testing/2469.php.
- Financial aid students who borrowed from the Federal Family Education Loan Program are required to complete loan exit counseling. <http://www.otc.edu/financialaid/15911.php>
- Your diploma and official transcripts will not be released until all steps are complete.
- There is no graduation fee, exit assessment or exit counseling required to add the 43-hour transfer block to your transcript.
- Questions concerning graduation requirements should be directed to registrar@otc.edu.

Degree/Certificate Requirements Completed:

Fall Term
Spring Term
Summer Term

Application Deadline

November 1
April 1
July 1

Name: _____ Student ID# _____
Print as it will appear on diploma

How may we get in touch with you after you are finished at OTC?

Home Number: (_____) _____ - _____ Cell Number: (_____) _____ - _____

E-mail Address: _____

Mailing Address: _____

Hometown Address: _____
For hometown newspaper notification

Semester and Year of Graduation: _____ Fall _____ Spring _____ Summer _____ Year _____
(When **ALL** program requirements were or will be met.)

Program of Study: (i.e. Welding, etc.) _____

Please circle one: Associate Degree Certificate 43-Hour Transfer Block (no fee)

APPLICANT SIGNATURE: _____ **Date:** ____ / ____ / ____

Cashier Initials: _____
Date: ____ / ____ / ____