

Tennessee Technology Center Intent to Graduate

EFFECTIVE FALL 2010

The deadline for fall completers and priority for spring and summer candidates is October 31.
All students must submit an application no later than January 31 to be considered a candidate for the academic year.

Name _____ Student ID # _____

Name will appear on your transcript and diploma as it appears in the Chattanooga State computer database.

Home Phone _____ Work Phone _____ Cell phone _____

MAILING ADDRESS

Street Address _____ Apt. No. _____ or P. O. Box _____

City _____ State _____ Zip _____

Please keep your information up-to-date by submitting any changes to the Enrollment Services Center (Request for Change of Record form).

Your Chattanooga State Tiger Mail will be the first point of contact. Check it often.

Semester and Year you plan to complete your requirements _____ Fall _____ Spring _____ Summer _____ Year *YOU MAY NOT APPLY AFTER TERM OF COMPLETION.*

Program of study _____

If, after graduating from this program, you plan to enroll in a different TTC program or credit program, you must submit a Major/Program Change prior to registering for the next term. This is necessary to avoid a delay in posting your credential and possible impact for future financial aid awards.

[1] Instructor Signature _____ Date _____

[2] Student Signature _____ Date _____

[3] Submit this form to the Enrollment Services Center with all signatures.

Submission will initiate printing your diploma and posting your credential on your transcript.

The transcript is the official record of completion and may be required for employment or job placement.

All candidates for graduation for a given academic year (Fall, Spring, or Summer) may participate in Chattanooga State's annual commencement exercise in May even though all requirements for graduation may not have been met. However, such participation in no way confirms completion of requirements or official graduation. Students not completing all requirements by the end of the summer term following commencement must reapply.