

# OZARKS TECHNICAL COMMUNITY COLLEGE

## APPLICATION FOR GRADUATION Office of the Registrar

COMPLETE THIS APPLICATION AND RETURN IT TO STUDENT SERVICES AT ANY OTC LOCATION  
—OR—

LOG IN TO [myOTC](#), AND CLICK THE GRADUATION BUTTON ON THE HOME PAGE.  
Visit [otc.edu/graduation](#) for detailed graduation information.

### Before submitting your application for graduation:

- Review your degree audit to determine your eligibility for graduation.
- Find out if your degree requires an exit assessment at [otc.edu/exitassessment](#).
- Complete loan exit counseling at [studentloans.gov](#) if you received loans.
- Direct questions concerning graduation requirements to [registrar@otc.edu](mailto:registrar@otc.edu).

### Application Deadline:

- Apply for graduation early in the semester they will finish their last requirement.
- Applications will be accepted until the last day of classes in the final semester and late applications will be reviewed on an individual basis.

NOTE: Summer graduates should submit their application in early spring to be included in the commencement ceremony program.

Name : \_\_\_\_\_ Student ID# : \_\_\_\_\_  
(Print as it should appear on diploma)

Home Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Mailing Address \_\_\_\_\_  
(Street address, City, State, Zip Code -- This is where your diploma will be mailed)

Check here to make this your permanent address in your student record.

### Semester and Year of Graduation:

(When ALL program requirements were or will be met.)  Fall  Spring  Summer Year \_\_\_\_\_

Program (i.e. Welding): \_\_\_\_\_  Degree  Certificate

What is your military status? \_\_\_\_\_ Active Military \_\_\_\_\_ Veteran \_\_\_\_\_ N/A

Are you considering attending commencement? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will you have any special assistance needs during commencement due to disability or mobility issues? (List below)

APPLICANT SIGNATURE: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Received by/Date	Processed by/Date