

**Dear JCJC Graduate:**

**Congratulations on reaching this milestone in your educational career! It is an exciting time for you, your family and your friends. You have reached an important point in your life and I commend you on your tenacity and ability to endeavor to reach this point in your educational process. I encourage you to continually learn and obtain knowledge that propels you forward in your chosen occupation and educational pursuits.**

**Now we ask for your help. The administration at JCJC asks that you take a few minutes to complete our Graduation Questionnaire. This questionnaire will help us at Jones to better understand how you benefited from your college experiences while you were with us at Jones. This information will help us to continue our efforts in making our educational programs and student services even better. Your views are important to Jones and we encourage you to be honest in your responses about your experiences here at JCJC. This information will be extremely helpful for Jones, so our future students may continue to receive the best possible education and services from our institution.**

**The responses will be grouped statistically, and all of your information will be kept confidential. Your individual name and ID number are not associated with your answers in any way; they are used strictly for research purposes. Please answer all questions. If you wish to comment or qualify any statement, feel free to use the space for General Comments on page two.**

**Thank you for your help with this project. May you have continued success in your future endeavors.**

**Sincerely,**

**Candace Weaver**

**Vice President of Instructional Affairs and Assessment**

## GRADUATION APPLICATION INSTRUCTIONS

### ASSOCIATE IN ARTS

**READ this page before you fill out your application!!**

- Make sure you put your **height** and **weight** in the appropriate place **if you want to walk** in the ceremony! (We need this to order your cap and gown in time.)  
--You will get a letter about graduation practice a couple of weeks before the ceremony.
- If you do NOT want to walk, write **“Will Not Walk”** instead of your height and weight. --You will **not** get a diploma cover if you do not walk in the ceremony.  
--You will **not** get a letter about graduation practice.
- If you graduate in the Spring or Summer you are expected to participate in the commencement ceremony, although you are not required to do so. If you graduate in the Fall, you may participate in the Spring commencement ceremony
- Turning in a graduation application and/or participating in the ceremony is NOT a guarantee that you will graduate in that given semester. The student’s transcript must be reviewed by the Registrar after ALL grades have posted for the semester to determine eligibility for graduation; this falls AFTER any ceremonies at the college.

- **FILLING OUT THE BACK OF THE APPLICATION:**

1. At the top of each section it lists a number of required hours.
2. Write the **NUMBER of hours** the class is. **NOT a check mark.**
3. **ONLY** fill in enough hours to meet the required number.

**Example:** you need 8 hours of lab sciences and you took Bio 1, 2 and Chem 1---

  4   General Biology I

  4   General Biology II

   \_\_\_\_\_ Chemistry I ←you would put the 4 hours from this class in the

**electives section.**

4. Any **EXTRA** classes go in the electives section.
  5. Don’t forget to list classes you are currently taking!
  6. Don’t forget to initial the back where indicated!
- **VERIFY YOUR MAILING ADDRESS WITH THE ADMISSIONS OFFICE. YOUR DIPLOMA WILL BE MAILED TO THAT ADDRESS WITHIN 2-4 WEEKS OF THE COMMENCEMENT CEREMONY.**
  - **PTK members:** It is YOUR responsibility to have a PTK advisor sign your graduation application!
  - **Honors College:** It is YOUR responsibility to have an Honors College sponsor sign your application!

## Associate in Arts Graduation Application

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

Name: \_\_\_\_\_  
(as desired on diploma)                      FIRST                      MIDDLE                      LAST

SS#: \_\_\_\_\_                      Student ID#: \_\_\_\_\_

**Mailing Address (Verify this address with Admissions):**

Address Line 1 (House # and Street): \_\_\_\_\_

Address Line 2 (Apartment # or PO Box): \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_                      Gender:  Male  Female

Major: \_\_\_\_\_

Are you requesting any exceptions from JCJC graduation requirements based on the requirements of a senior institution?  YES  NO    If yes, you must see the Registrar.

Do you have any transfer work from other colleges?  YES  NO    If yes, from which schools? List below:

\_\_\_\_\_

Did you attend JCJC before 1985?  YES  NO

Measurements (for cap and gown): \_\_\_\_\_

Write Will Not Walk if you are not participating in the ceremony.                      HEIGHT                      WEIGHT

Which semester will you complete all requirements?  Fall  Spring  Summer

PTK Advisor Signature (for PTK members only): \_\_\_\_\_

Honors College Advisor Signature (for Honors College only): \_\_\_\_\_

Do not write below this line

Receipt# \_\_\_\_\_                      Date Cap and Gown Ordered: \_\_\_\_\_

Date Approved: \_\_\_\_\_                      Date Diploma Mailed: \_\_\_\_\_

Jones County Junior College does not discriminate on the basis of race, color, national origin, age, sex, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: (ADA/Section 504) Pam Brownlee, ADA Coordinator, Jones County Junior College, 900 South Court Street, Ellisville, MS 39437, 601-477-4122; (Title IX) Gwen Magee, Title IX Coordinator, Jones County Junior College, 900 South Court Street, Ellisville, MS 39437, 601-477-4028.

