



2021-2022

PROGRAM COMPLETION CHECKLIST

Steps to Applying for Completion

_____ Student's should speak with their program advisor about progress towards completing a program of study.

_____ Check in Self Service/WebAdvisor (for students) or Colleague (for employees) to make sure that you have officially declared the program of study that you are seeking to graduate from. Programs can be added to the student record through WebAdvisor or by seeing an advisor in Student Services. **Note: Students can only be added to a program for a future term after the semester has started.**

_____ Determine if the student is completing a certificate, diploma or associate degree program.

_____ Check the **catalog year** for the program of study to determine if the student is attached to the correct year. **Students can only use catalogs that are within the last 5 years.**

_____ Advisors should determine if there are any possible **substitutions** that can be applied to the student program evaluation. Substitutions are courses that have been completed and already show up in the program evaluation in the Other Courses section. Substitutions must be approved by the dean/chair that owns the course before they can be added to the program evaluation. All major course requirement substitutions require approval of the VP of Instructional Services.

_____ Advisors should determine if there are any **transfer equivalencies** that can be applied to the student record. Transfer equivalencies must be approved by the department chair or dean that owns the possible course to be transferred in. A transfer equivalency is a course or course(s) from a student's transcript that have been approved or combined to match the description or content of a North Carolina Community College System course.

_____ Once all program information is correct, the student and advisor should complete the program completion form for the academic year. Make sure to complete all information on the form. **Note: You should complete an application for each program that you are completing.**

_____ Completed applications should be submitted to the Records and Registration Office for processing. Please take note of the deadlines listed on the completion application.

If there are questions or concerns, please contact the Records Office at registrar@abtech.edu

This checklist is for advising purposes and does not need to be submitted with the application.



2021-2022 APPLICATION FOR PROGRAM COMPLETION

Please complete a separate application for each program you expect to complete.

IMPORTANT: Your degree, diploma or certificate **can only be awarded after** you turn in this application. Turning this form in by **February 5** ensures that your name will be in the May Commencement booklet (Degree and Diploma students only). Your printed credential will be ordered based on this application. Be certain all information is filled in clearly and to update your mailing address.

Student ID #: ____ / ____ / ____ / ____ / ____ / ____ / ____ / _____

Student Signature _____

Name as it will appear on your diploma, name card, and in the commencement booklet (please print clearly):

First _____ Middle _____ Last _____

Phone number: () _____ Date _____

Current street address (No email addresses): _____

Program _____ Circle one: Degree Diploma Certificate
City State Zip Code

Anticipated term of completion and deadlines:

- FALL (December) 2021 Apply by October 8 (All credentials)
- SPRING (May) 2022 Apply by February 4 (All credentials)
- SUMMER (August) 2022 Apply by February 4 (All credentials)

TO BE COMPLETED BY PROGRAM ADVISOR:

Please Note: If the student is not in a program, please have them see a College Entry Advisor in Student Services (Bailey building) to declare a major before submitting this Application for Program Completion.

- STATUS:**
- Complete:** All requirements completed.
 - Pending:** Registered for all courses needed to complete.
 - In Progress:** Please indicate on the attached Evaluation any future registration, substitutions, or transfer courses that will complete this program.

This student has been advised of completion status under Catalog Year _____ (2017 or newer)
Program Code _____ (ex.A10100)

Program Advisor signature: _____ Printed name: _____ Date: _____



2021-2022 GOAL COMPLETION SURVEY

Please complete the survey to inform us about your experiences at A-B Tech and your future goals.

Student ID #: ____/____/____/____/____/____/____/____ Date: _____

First Name _____ Middle Initial _____ Last Name _____ Term Completing (Ex. 2020FA) _____

Current street address (No email addresses): _____ City _____ State Zip Code _____

Program _____ Circle one: Degree Diploma

OBJECTIVES:

What was your main objective in attending our college? (Check all that apply)

- Explore courses to decide on a career
- Obtain skills needed for entry into new or different job
- Improve skills needed in present job
- Take coursework to transfer to another college
- Personal Interest or self-improvement

To what extent did you achieve your educational objective at A-B Tech?

- To no extent To a small extent To some extent To a great extent

FUTURE EDUCATION PLANS:

Are you planning to enroll in a four-year institution? Yes No

Are you planning some other formal training (other than a four-year school)? Yes No

How well has A-B Tech prepared you for a four-year college or university?
 Poor Fair Well Very Well

EMPLOYMENT PLANS:

Are you currently employed? Yes No

If yes: Is the position (circle one): full-time part-time

Name of employer: _____

Position: _____

Date of hire: MM/DD/YYYY

Current Salary (yearly): _____

Which category best describes your current employer:

- Business/Industry Education/Government Health/Human Services Other

Did you hold your current job prior to graduation? Yes No

Is your current job related to your program of study? Yes No

Do you plan to stay employed in your current job upon graduation? Yes No

Are you currently seeking a job in a field related to your program of study? Yes No

How well has A-B Tech prepared you for the workforce?

- Poor Fair Well Very Well

Comments: _____