



2022-2023

## PROGRAM COMPLETION CHECKLIST

### Steps to Applying for Completion

\_\_\_\_ Student has spoken with their program advisor about progress towards completing a program of study.

\_\_\_\_ Check Self-Service (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 by visiting Student Services or emailing [advising@abtech.edu](mailto:advising@abtech.edu). **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's 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's 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 courses 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](mailto:registrar@abtech.edu)

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



# 2022-2023 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 3<sup>rd</sup>** 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.

Do you plan on attending our annual Commencement (Graduation) Ceremony on May 13<sup>th</sup>, 2023?      Yes      No

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 \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State Zip Code \_\_\_\_\_  
Select one: Degree Diploma Certificate

Anticipated term of completion and deadlines:

- FALL (December) 2022      Apply by October 7 (All credentials)
- SPRING (May) 2023      Apply by February 3 (All credentials)
- SUMMER (August) 2023      Apply by February 3 (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 email registrar@abtech.edu any future registration, substitutions, or transfer courses that will complete this program.

This student has been advised of completion status under Catalog Year \_\_\_\_\_ (2018 or newer)  
Program Code \_\_\_\_\_ (ex.A10100)

Program Advisor signature: \_\_\_\_\_ Printed name: \_\_\_\_\_ Date: \_\_\_\_\_



# 2022-2023 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: