



2023-2024

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 (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. **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.



2023-2024 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 2** 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.

Do you plan on attending our annual Commencement (Graduation) Ceremony in May 2024 (Degree and Diploma students only)? 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:

Program:

Select one:

Degree

Diploma

Certificate

Anticipated term of completion and deadlines:

- FALL (December) 2023 Apply by October 6 (All credentials)
- SPRING (May) 2024 Apply by February 2 (All credentials)
- SUMMER (August) 2024 Apply by February 2 (All credentials)

TO BE COMPLETED BY PROGRAM ADVISOR:

Please Note: If the student is not in the program listed on this application, please have them see an Advisor in Student Services (Bailey building) to open this program 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.

I confirm that the student has completed or is on-track to complete their program under the catalog year listed on their program evaluation.

Program Code

(ex. A10100)

I am requesting a change of catalog year for this student to the following catalog

(2019 or newer)

Program Advisor signature:

Printed name:

Date:



2023-2024 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: _____