

# SPRING 2012 CREDENTIAL APPLICATION GUIDELINES

Application Period January 9 through March 16

## **Student Responsibilities:**

- ❑ Complete **ALL** information on the application.
- ❑ **Must contact your advisor to determine if you are eligible to apply for graduation for a degree, diploma, or certificate (credential) and which credential(s) you are eligible to apply for.**
- ❑ Insure that your most current name, mailing address, and telephone number are on file in the Admissions Office and in PeopleSoft. **The name in PeopleSoft is what will appear on your credential(s) and it will be mailed to the address listed in PeopleSoft.**
- ❑ Ensure all transcripts (college and high school or GED) are on file in the Registrar's office. Your credential will not be sent to you if these are not on file.
- ❑ Enroll for and complete any additional course requirements you need for the credential.
- ❑ Resolve all financial obligations to the College and return all materials, including library books.
- ❑ Order your cap and gown from the GCTC Bookstore when notified (summer 2011, fall 2011, and summer 2012 graduates are also invited to participate in the commencement ceremony held at the end of Spring Semester 2012.)

## **Residency Requirements for Credentials:**

Associates Degree: 25 percent curriculum credits completed at Gateway or by distance learning within KCTCS. Minimum cumulative GPA of 2.0 required to graduate.

Diploma: 25 percent of the curriculum credits must be completed at Gateway or by distance learning within KCTCS. Minimum cumulative GPA of 2.0 required to graduate.

Certificate: 25 percent of the curriculum credits must be completed at Gateway or by distance learning within KCTCS. Minimum cumulative GPA of 2.0 in the coursework required in the certificate program required.

