

School of Industrial Technology

Chemical Laboratory (Lab Analyst) * Electrical * Instrumentation * Process Technology

Graduate Check

ALL items on this page are required to be completed in order to graduate. Read this packet in its entirety and turn in this packet completed prior to the start of your final/graduate semester. Completion of graduation requirements include applying for graduation online through your LoLA account.

Student Name: _____ Student ID# _____

Major(s): _____ Best Phone # _____

E-Mail: _____

** This email will be used for graduate and employment communication.



Required Items for Graduation

The following items will be checked if they are currently on file with the School of Industrial Technology's Support Coordinator. It is your responsibility to make sure that all of these required items are completed and on file with your Support Coordinator before the start of your graduating semester. Read the attached sheet of instructions that detail these required items.

- Application for Graduation**
 - Must apply online through your LoLA account**
'Apply to Graduate' is located under 'Student Records' in LoLA Self-Service. Assistance provided if needed.
- Bring this Packet (completed) to Pattie Rupert, Office 418, Regional Training Center**
 - Student Placement Form complete**
 - Graduate Checklist complete**
- Order Cap & Gown at Grad Fest.**
- MUST enroll in courses during EARLY Registration.**

(Space below to be completed by departmental office only)

_____	_____
_____	_____
_____	_____
_____	_____

SOWELA Technical Community College does not discriminate on the basis of race, color, national origin, gender, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: Compliance Officer – 3820 Sen. J. Bennett Johnston Ave. Lake Charles, LA 70615 – 337-421-6565 or 800-256-0483 – complianceofficer@sowela.edu

Date: _____

To: Industrial Technology Graduate Students

Chemical Laboratory Technology (Lab Analyst), Ind. Electrical, Ind. Instrumentation, and Process Technology

RE: Graduate Checklist & Graduation Packet



INSTRUCTIONS: Please write your initials on each line to indicate that you have read and understand your responsibilities concerning graduation. Print and sign your name below, Program(s) of Study, and the semester in which you expect to graduate.

_____ I have received the required Graduate Checklist (this page) & Graduation Packet (this packet) for the School of Industrial Technology.

_____ I understand that it is my responsibility to follow the graduate procedures that are on the indicated in this packet along with the policies/procedures indicated in the SOWELA Catalog & Website regarding graduation.

_____ I understand that I must apply online to graduate through my LoLA account to officially be considered a 'graduate' with the registrar's office.

_____ I understand that I am responsible for any/all circumstances that may result in a delayed graduation if I fail to follow the checklist, apply online to graduate, pay any money due to the institution, miss deadlines, &/or fail to complete all required courses.

_____ If I am continuing with a second major/program of study after my graduating semester for the major/program of study I am currently enrolled/finishing, I understand that I am required to apply submit my paper application AND online application in LoLA *again* when it is time for me to graduate from that major/program of study. I also acknowledge that I must complete a Change of Major Request Form with admissions in order to continue into this second major/program of study.

_____ I understand that most graduating communication will be conducted through email and it is my responsibility to read and respond to said emails.

_____ I understand that I must order my cap & gown through SOWELA's bookstore if I plan to attend commencement (no cost to the student).

Student's Printed Name

Student's Signature

Student's Program(s) of Study

Tentative Graduating Semester and Year

Pattie Rupert, *Industrial Support Coordinator*

Program: _____

Form Date: _____

◆ STUDENT INFORMATION ◆			
Student Name:			Student L# (ID#):
<i>Last</i>	<i>First</i>	<i>Mid. Initial</i>	Email address:
Address:			
<i>City</i>		<i>State</i>	<i>Zip</i>
Home Phone:		Emergency Contact(s):	
		Name	
Cell Phone:		1)	() -
() -			
Other:		2)	() -
() -			
◆ EMPLOYMENT INFORMATION ◆			
Employer Name:			Employer Contact:
Street Address:			
City, State, Zip:			Employer Phone Number:
Employer Email:			Rate of Pay:
Position/Job Title:			Hours per Week:
Date Hired/Promotion/Upgrade:			Related to Training: <input type="checkbox"/> Yes <input type="checkbox"/> No
If Unemployed:			
Reason Not Employed: <input type="checkbox"/> None Given <input type="checkbox"/> Refused Employment <input type="checkbox"/> Unavailable for Employment <input type="checkbox"/> Re-Entered Sowela/Changed Major <input type="checkbox"/> Transferred to Another 2-Year College <input type="checkbox"/> Continuing Education (Specify) 4-Yr. Institution _____ <input type="checkbox"/> Full-time Military Branch _____ Date Active Duty Initiated: _____		Unavailable for Employment: <input type="checkbox"/> Illness <input type="checkbox"/> Student <input type="checkbox"/> Family Member <input type="checkbox"/> Documentation provided for Illness <input type="checkbox"/> Student Deceased <input type="checkbox"/> Student Incarcerated Comments: <div style="text-align: center; font-size: 2em; font-weight: bold; transform: rotate(-15deg);"> Prospective Graduate for 20 _____ </div>	

