Remote Graduation Application Instructions for Students

1. **Advisor responsibility upon request for a Graduation Audit:**

   a. Send a verification email to the student confirming that the student has met all the program requirements to earn (degree) in (program) and that the Program GPA is at least 2.0. This email will serve as verification to the Cashier's and Records Office that the advisor performed the graduation audit.

2. **Student Application responsibility:**

   a. Student requests a Graduation Audit from their advisor.
   b. Student prints the verification email and the Program Evaluation from the advisor. The email must contain the advisor's contact information.
   c. Student prints and sends the completed graduation package and any requisite fees via regular mail to the Cashier's office.

   > Guilford Technical Community College
   > Attention: Cashier's Office
   > P.O. Box 309 Drawer R
   > Jamestown, NC 27282

   d. If the faculty email is not with the package, the cashier's office will send to registrar for evaluation.
   e. Applications will be processed in the order they are received.