

COA Graduation Checklist

Application Deadlines

Fall – November 15 (Graduation Date/No Ceremony: December 21)

Spring – April 16 (Graduation Date and Ceremony: May 11)

Summer – April 16 (Graduation Date/No Ceremony: July 30)

Are you ready to Graduate?

If so, you must complete the following steps to meet eligibility determination requirements for graduation.

- Read the following information carefully.
- Meet with your advisor/department chair for a final review of your degree/program plan to determine that all course work has been or will be completed by the end of the term in which you are requesting to graduate. Please notify the Registrar if you are taking courses at another college to complete your program requirements. All course work must be completed and a final grade must be submitted to the Registrar no later than the last day of COA exams for that semester.
IF YOU ARE APPLYING FOR SUMMER, YOU MUST BE WITHIN 12 HOURS OF COMPLETING YOUR REQUIREMENTS AND BE REGISTERED FOR THOSE HOURS WHEN YOU COMPLETE YOUR APPLICATION. IF YOU ARE NOT REGISTERED FOR THE REQUIRED HOURS, YOUR APPLICATION IS NOT COMPLETE.
- Pay your \$40.00 graduation processing fee at the cashier and attach a copy of your receipt to your Application for Graduation. This fee is non-refundable.
- Return your completed Application for Graduation with your Program Evaluation and payment receipt to the Registrar (AE 117, Elizabeth City Campus) by the deadline noted above; or mail your application along with your \$40.00 payment to College of The Albemarle, Attn: Registrar, PO Box 2327, Elizabeth City, NC 27906.
- If you received a loan while attending COA, you must contact the Financial Aid office to complete Exit Loan Counseling.
- Satisfy all debts with COA Business Office and the Library.
- If you plan to further your education at COA by taking more courses please contact the Admissions Office to change your program. Registration will be blocked until you complete this step.
- Inform the Admissions Office if your address changes. Please let the staff know you are planning to graduate. It is important that we keep in touch and have the correct information on your degree/diploma/records.

Remember to check your Campus Cruiser email for instructions relating to the Commencement ceremony. The ceremony is scheduled for Friday, May 11, 2012.

**Diplomas will be mailed approximately 4 weeks after semester grades are confirmed and graduation audits are completed. Remember to notify the Admissions Office if an address change takes place.

Please contact Linda Lewis if you have questions or need assistance (252) 335-0821 ext. 2218.

Programs of Study

A10100 Associate in Arts
Associate in Arts in Criminal Justice (Pre-
A1010D Major)
Associate in Arts in Elementary Education
A1010R (Pre-Major)
A10200 Associate in Fine Arts
A10300 Associate in General Education
A10400 Associate in Science

Associate in Applied Science

A15310 Marine Sciences
A25120 Business Administration
A25130 Computer Programming
A25260 Information Systems
A25260CIT Computer Information Technology
A25290 Internet Technologies or Web Technology
A25310 Medical Office Administration
A25360 Office Systems Technology
A25370 Office Administration
A30340 Professional Crafts: Jewelry
A40100 Architectural Technology
A40160 Computer Engineering Technology
A45110 Associate Degree Nursing
A45400 Medical Assisting
A45420 Medical Laboratory Technology
A55180 Criminal Justice Technology
A55200 Culinary Technology
A55220 Early Childhood Education

Diploma Programs

D10100 Associate in Arts Transfer Core Diploma
D10400 Associate in Science Transfer Core
Diploma
D30340 Professional Crafts: Jewelry
D35100 Air Conditioning & Refrigeration
D35220 Electrical/Electronics Technology
D40100 Architectural Technology
D45400 Medical Assisting
D45660 Practical Nursing
D45740 Surgical Technology
D50300 Machining Technology
D55140 Cosmetology
D55200 Culinary Technology
D55220 Early Childhood Associate

Certificate Programs

C35100I Air Conditioning, Heating, and
Refrigeration
C55120 Basic Law Enforcement Training
(BLET)
C40160 Computer Engineering Technology
C25260D Computer Information Technology -
Database Management
C55140 Cosmetology
C55200I Culinary Technology - Level 1
C55200II Culinary Technology - Level 2
C55220 Early Childhood Education
C55290 Infant/Toddler/Twos
C50300I Machining Technology - Entry Level I
C50300II Machining Technology - Entry Level II
C45600 Phlebotomy
C2590W Web Technologies: Web Page
Designer