



September 3, 2015

Dear Prospective WTMC Graduate,

Welcome back for your final year at WTMC! I'd like to extend my congratulations to you for getting to this point in your academic career. Based on your EDP, you are a prospective December 2015 or May 2016 graduate. In addition to your academic courses, the coming year will be an exciting yet intense time of preparation and planning for your next step.

In my role as WTMC counselor, I am here to assist you in using information, clarifying your goals, and taking the necessary steps to reach those goals. During the coming year, I can especially assist you with college selection, college applications, ACT and SAT testing information, and financial aid information. At times, you may just need a listening ear as you sort through your options.

Please make an appointment to meet with me for a **Graduation Credit Review**. This is a critical step to ensure all requirements are met in order for you to graduate. Appointments are scheduled through Ms. Pause, you can stop in and see her in TI 218 A (across from elevator on second floor) or email her at [cpause@wccnet.edu](mailto:cpause@wccnet.edu).

**You must have completed your Graduation Credit Review no later than November 6, 2015 or Winter 2016 registration will be withheld.**

Enclosed is a Graduation Credit Review Information Sheet for you to review prior to our meeting. Additionally, there is an Application for Graduation Form for WTMC and WCC, a WTMC Diploma form, and a Student Resume and Activity Sheet all of which need to be completed and turned in no later than November 6, 2015. Ideally, you can turn these in to me during our Credit Review meeting.

Please be aware that the determination for Honors at graduation will be based on your GPA at the end of Fall semester. Any coursework completed during Winter semester will not count towards honors status for graduation.

For those of you applying to college, be sure to visit each college website to check for details on dates, application deadlines, and deadlines for scholarship consideration.

I look forward to working with you as you move forward this year.

Sincerely,

Jim Cockels  
WTMC Counselor

# **Graduation Credit Review Information Sheet**

**\*\*\*You must complete your Graduation Credit Review with Mr. Cockels no later than November 6, 2015 or Winter 2016 Registration will be withheld\*\*\***

## **Application for Graduation for WCC/WTMC and WTMC Diploma Form**

- There are two Application for Graduation Forms that need to be completed. One for WTMC and at least one for WCC. WCC requires that one form be completed and turned in for each Certificate and/or Associate Degree you'll be obtaining.
- A Diploma Form for WTMC needs to be completed. If you are under 18 years of age, a parent signature is required.
- Forms and directions will be emailed by Mrs. Pause and also put on WTMC's website.
- All completed forms are turned in to Mrs. Pause no later than November 6, 2015.

## **Paying for College**

- By applying and being accepted to a university, you may qualify for a Merit Based Scholarship, based solely on your grades and test scores.
- **FAFSA – Free Application for Federal Student Aid ([www.fafsa.ed.gov](http://www.fafsa.ed.gov))**
  - FAFSA is a form that is prepared annually by prospective college students to determine eligibility for student financial aid (student loans and grants). FAFSA has several different types of financial aid available. The most common are Stafford Loans, Perkins Loans, Pell Grants, and the Federal Work Study Program. Applications are accepted beginning January 1 of each year for the upcoming academic year. The majority of the loans and grants are available on a first come, first served basis. Students are advised to submit a FAFSA as early as possible for consideration for maximum financial assistance.
- **State of Michigan ([www.michigan.gov/mistudentaid](http://www.michigan.gov/mistudentaid))**
  - The Student Financial Services Bureau (SFSB), located within the Michigan Department of Treasury, encourages students to pursue postsecondary education by providing equality of access to student financial resources and information. Through the administration of various student financial assistance programs, students receive the guidance and funding necessary to pursue their educational goals.
- **[www.fastweb.com](http://www.fastweb.com)**
  - Create an online profile and get personalized scholarship recommendations for you to consider applying
- **[www.finaid.org](http://www.finaid.org)**
  - An annotated collection of information about student financial aid, information about scholarships, loans, military, and other types of aid.

### College Entrance Exams

- If you are planning on retaking any tests, you will need to register for the tests on your own
  - ACT – [www.actstudent.org](http://www.actstudent.org)
  - SAT – [www.collegeboard.com](http://www.collegeboard.com)

### College Information

- **[www.collegeconfidential.com](http://www.collegeconfidential.com)** – Here you'll find hundreds of pages of articles about choosing a college, getting into the college you want, how to pay for it, and much more. Also has one of the best college search engines.
- **[www.collegeboard.com](http://www.collegeboard.com)** – Aside from SAT information, this website provides a wealth of information on colleges around the nation. Not sure where you want to attend? This site is great for identifying which college better suits your preferences, interests, costs, majors, etc.
- **[www.collegeportraits.org](http://www.collegeportraits.org)** – This is another great site to research colleges. Search for information on a college that is right for you, including academic abilities, interests, career goals, and financial circumstances.
- **[www.ctcl.org](http://www.ctcl.org)** – Colleges That Change Lives. A unique perspective on remarkable liberal arts colleges.
- **[www.princetonreview.com](http://www.princetonreview.com)** – The Princeton Review helps students navigate standardized tests and the college and graduate school admissions process.
- **[www.collegereview.com](http://www.collegereview.com)** – This site provides a large amount of free college, career, scholarship, and financial aid information.
- **[www.usnews.com/education](http://www.usnews.com/education)** - Provides detailed information on rankings of universities and programs throughout the nation and the world.

### Applying for College

- Vast majority of applications are completed online through each universities website.
- The Common Application, [www.commonapp.org](http://www.commonapp.org) – Students complete one common admissions application form. Accepted at more than 600 colleges throughout the nation.
- Observe deadlines and know scholarship requirements and deadlines.

### Letters of Recommendation

- Choose a teacher who knows you well and can give specific examples of your performance and accomplishments.
- Get to know your WCC Program Advisor.
- Provide the recommender with your Student Resume and Activity Sheet, recommendation form, stamped envelope addressed to the college, and any other information they may need.
- Provide the recommender with enough time to meet deadlines (at least 2 weeks).

### Transcript Requests

- WTMC and prior school transcripts are requested through Mrs. Pause.
- WCC transcript requests at Student Enrollment at the Student Center, 2<sup>nd</sup> Floor, Room 203.

**Washtenaw Technical Middle College**  
**Graduation Application**  
Class of 2016

***Please print.***

**Submit completed application to Mr. Cockels by November 5, 2015**

Student's Name: \_\_\_\_\_

[illegible]

BASE Advisor: \_\_\_\_\_ Student Phone: \_\_\_\_\_

***Please check all that apply in the sections below:***

1. I have reviewed the WTMC graduation requirements (on the back of this application) and met with my BASE advisor. Based on my EDP, I plan to graduate from WTMC in:

\_\_\_\_\_ December 2015 \_\_\_\_\_ May 2016

2. I will complete the following at WCC, (using WCC Bulletin for year\_\_\_\_\_)

Certificate in: \_\_\_\_\_

Associate Degree in:

3. At this time, my immediate plans after WTMC graduation are:

Education at:

- \_\_\_\_\_ WCC to complete associate degree  
 \_\_\_\_\_ WCC; then apply to college as a transfer student  
 \_\_\_\_\_ another two year school. Where?  
 \_\_\_\_\_ four year college or university. Where?

\_\_\_\_ Employment. What field? \_\_\_\_\_

Other: \_\_\_\_\_

4. I have taken the following tests:

- ☐ MME (includes ACT);  
☐ ACT  
☐ SAT (recommended for highly competitive schools)  
☐ SAT II Subject Tests

**APPLICATION FOR GRADUATION**

v October 2011

**Read the following and then complete parts A, B, and C below:**

1. Complete one separate application for each Associate Degree or Certificate.
2. You must request official transcripts from other colleges and universities to use towards your degree at WCC, if you have not already sent them.
3. After this application is processed, you will be notified by mail. Allow 2-4 weeks.
4. Your name will be used in documents released to the public.

A. PERSONAL INFORMATION	C. DEGREE / CERTIFICATE INFORMATION												
<p>Today's Date _____ Student ID _____</p> <p>Your Name exactly as it will appear on Diploma</p> <p>First _____ Middle _____ Last _____ (Please Print Clearly)</p> <p>Mailing (Street) Address _____</p> <p>City _____ State _____ ZIP code _____</p> <p>( ) _____</p> <p>Home or Cell Phone _____ Email Address _____</p> <p>Former or maiden name _____</p> <p>Signature _____</p>	<p>1 Check either a or b below:</p> <div style="border: 1px dashed black; padding: 10px; margin-bottom: 10px;"> <p>a. <input type="checkbox"/> <b>WCC Associate Degree:</b> Important: write the program on line below: _____</p> </div> <div style="border: 1px dashed black; padding: 10px;"> <p>b. <input type="checkbox"/> <b>WCC Certificate:</b> Important: write the program on line below: _____</p> </div> <p>2 Are you a member of Phi Theta Kappa? ____ yes ____ no</p> <p>3 What is the year of the WCC Catalog used to determine your required courses? _____</p> <p>4 Who is your program advisor? _____</p> <p>5 <b>EXPECTED DATE OF GRADUATION:</b> Check the MONTH and write the YEAR below:</p> <p>You <b>MUST</b> submit your application prior to the end of the semester in which you would like to graduate. (June graduates must apply by the end of June)</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 70%;">MONTH:</th> <th style="width: 30%;">YEAR:</th> </tr> </thead> <tbody> <tr> <td>MAY (end of the Winter semester)</td> <td rowspan="4"></td> </tr> <tr> <td>JUNE (end of the Spring 7.5 weeks)</td> </tr> <tr> <td>AUGUST (end of the Summer semester)</td> </tr> <tr> <td>DECEMBER (end of the Fall semester)</td> </tr> </tbody> </table> <p><i>There is only one graduation ceremony per academic year in May.</i></p>	MONTH:	YEAR:	MAY (end of the Winter semester)		JUNE (end of the Spring 7.5 weeks)	AUGUST (end of the Summer semester)	DECEMBER (end of the Fall semester)					
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B. EDUCATION INFORMATION													
<p>Did you attend WCC before 1981? ____ yes ____ no</p> <p>Below, list any other colleges or places of training from which you have credit relevant to your graduation:</p> <table style="width: 100%;"> <thead> <tr> <th style="width: 60%;">Colleges / Training:</th> <th style="width: 40%;">Years Attended:</th> </tr> </thead> <tbody> <tr><td>1 _____</td><td>_____</td></tr> <tr><td>2 _____</td><td>_____</td></tr> <tr><td>3 _____</td><td>_____</td></tr> <tr><td>4 _____</td><td>_____</td></tr> <tr><td>5 _____</td><td>_____</td></tr> </tbody> </table>	Colleges / Training:	Years Attended:	1 _____	_____	2 _____	_____	3 _____	_____	4 _____	_____	5 _____	_____	
Colleges / Training:	Years Attended:												
1 _____	_____												
2 _____	_____												
3 _____	_____												
4 _____	_____												
5 _____	_____												



## Personal Information

1. Please print your name as you wish it to appear on the diploma:

\_\_\_\_\_/\_\_\_\_\_. / \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_  
Last name

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Telephone

I am expecting to qualify for WTMC graduation in \_\_\_\_ December, 2015  
May, 2016

- Participation in Commencement is dependent upon completing all requirements by the specified time
- Our son/daughter must pay all fines, fees, dues, etc. owed to WTMC or WCC before he/she will be issued a cap and gown
- We agree to pay for the cap and gown and understand that our son/daughter will be able to keep them after commencement
- We have provided accurate information to the school regarding credits earned at other institutions and will take steps to clarify any problems that occur as a result of interpretation of credits from other schools attended
- We have checked the information provided above and it is correct.

Parent/guardian signature \_\_\_\_\_

# Student Resume and Activity Sheet

Name \_\_\_\_\_

Address and Phone Number \_\_\_\_\_

GPA \_\_\_\_\_ Test Scores \_\_\_\_\_

Intended Major

Possible Career

Honors and Awards

Three Words that Describe You

List All Your Community and School Activities (list the organization, years participated, and your role in the organization)

Describe a Difficult Experience and How You Overcame It