

CONCLUDING REMARKS

This is the last column in the series on college knowledge. I truly hope that it has been a help to those considering college attendance. Taken in their totality, the eight columns were written to take the mystery out of college and put the new college student and his or her family and loved ones at ease with all that is involved in receiving a college education. I also want to thank the Elko Daily Press for their willingness to publish this series as a public service. It has been my honor to be given this forum to advance college information I believe to be important.

Congratulations to GBC's 2013 graduating class!

For more information or assistance call Great Basin College's Admissions and Records Office at 775.753.2110. Also, Great Basin College alumni can call 775.753.2246 for more information about the newly forming GBC Alumni Association.

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Articles written by:
Dr. Mark A. Curtis, President
Great Basin College, 2013



**GBC
College
Knowledge**



**Graduation and
Beyond
[transcripts,
job hunting,
interviewing,
and alumni
associations]**

www.gbcnv.edu

This brochure describes graduation and many related aspects of life surrounding graduation. This brochure is the last in a series of eighth that will provide readers information about many important aspects of college.

For many the goal of a college credential and the benefits it will provide has been a powerful motivator. Yet even as the date for graduation is in sight much remains to be done. This column lays out many of those important details and provides a bit of advice for those transitioning from school to work or part time work to a full time position for which they have been prepared.

GRADUATION

Most think of graduation as that formal ceremony where graduates don caps and gowns, march in and out and listen to speeches filled with well-meaning and inspirational advice; this ceremony recognizing years of hard work and sacrifice is extremely important. The value of attending the formal graduation ceremony is not to be underestimated; attendance here places an exclamation point on one's achievement and allows all those associated with the graduate to share in this special occasion. However, there are things to be done before and after college graduation that must not be ignored.

Prior to a student's last semester of college, the student should request a formal graduation audit. This request is made through the registrar's office. The audit itself is an official analysis of all courses taken by the student to see if all requirements for graduation in a particular degree program have been met. If the audit tells the student they are on track for graduation, all is well and the student simply finishes up that semester and takes the necessary remaining course in their final semester. Provided all courses are passed with an appropriate passing grade graduation is assured. On the other hand, if the audit indicates that a student must take a course or meet a requirement not previously known to them they will have that final semester to take care of any deficiencies so they can graduate on their desired timeline.

As the student identifies the semester in which the plan to graduate, an application for graduation must be submitted to the Registrar's office. Some colleges charge a modest fee for submission of the application for graduation while others do not. If an audit of course has not been done previously, this application will trigger one. Other routine

information like the address where the student wants their diploma mailed, their height and hat size for the cap and gown, and whether the student will participate in the formal graduation ceremony. It should be noted that participation in the graduation ceremony is not required for one to graduate from college. At the ceremony the graduate will be handed a diploma cover as their name is called and they cross the stage. The actual diploma will be mailed to the graduate approximately six weeks after graduation following the completion of a final audit of all courses taken. One final note on diplomas; they are an important symbol of achievement, but they are not proof of graduation; that proof and the actual degree resided in the official transcript (more on that below).

Most colleges have formal alumni associations that publish newsletters, to keep graduates informed about happenings at the college and upcoming events that they might be interest in.

Alumni associations typically charge their members modest dues to help defray the cost of the secure three or four references. This involves directly asking someone if they will serve as a reference and gaining their permission to do so. Even though a perfect letter of application and resume with references has been provided to the potential employer, the whole process may require the filling out of a company's unique "application for employment" document. This will often be a restatement of what has already been provided, but will have one significant difference, namely: the applicant's signature at the end of the document attesting to the truthfulness of all the information contained above.

The resume, letter of application, etc. should have just one major goal and that is to get an interview. The interview is where the job will be won or lost.

INTERVIEWING

After submitting materials and applying for a job, some applicants will receive a call inquiring about the applicant's continued interest in the job. If the applicant is still interested and available, a mutually acceptable time for an interview will be set up. At this point, the applicant should do a little more homework on the company they will be interviewing with. Knowledge about the company will indicate the applicant's seriousness about the job and hopefully distinguish them from other less diligent candidates.

Be prompt and arrive just a bit early to the interview. Again, promptness at the interview is a good indication of future workplace behaviors and will make a good first impression. Next, dress appropriately. This means dressing a bit better than normal everyday workplace dress. Remember going to an interview is different than going to work. There is a old saying "it is always better to be overdressed than underdressed."

As one prepares for the interview, try to anticipate some of the questions that might be asked so as to not be caught flat footed without a ready response. Often an interview will begin with a question like "tell me a little bit about yourself" or "tell me what you know about our company" or "tell me why you are interested in this position." Later during the interview, questions about technical competence and suitability for the job will undoubtedly come. The applicant should remember the interviewer does not interview people all day everyday so they may also be a bit nervous. As such, the applicant being interviewed must never give one word answers forcing the interviewer to do all the work of painfully pulling information out of the interviewee. The applicant can increase their chances of being hired immensely if they are personable and conversational during the interview.

The applicant will need to know several things about the job, including wages and benefits before they can make an informed decision about accepting employment when and if it is offered. However, during the interview, questions about wages, benefits and retirement should be avoided. If the company is serious about hiring an individual, they will volunteer this information near the end of the interview or it will be explained in detail when the formal offer of employment is made.