

FULL PROGRAM COMPLETER/GRADUATION CHECKLIST

Student Name: _____ Student Signature: _____

Program Name: _____ Student ID: _____

Date: _____

TO BE COMPLETED BY STUDENT: Post Program Plans (Students initials) If walking in graduation, student must pay non-refundable graduation and/or pinning ceremony fees. Students may still be responsible for outstanding fee(s) including but not restricted to Bookstore, miscellaneous fees and financial aid obligations based on term close-out processes. Transcript and Completion Certificate will not be distributed until all outstanding balances are cleared. Graduation fee covers cost of graduation activities only. I'm aware that I must maintain satisfactory attendance until the end of the termYES NO I have secured employment in a field related to my program of study.

Employer: _____

Supervisor Name: _____

Email and Phone: _____

Job Title: _____

TO BE COMPLETED BY INSTRUCTOR (Instructor Must Initial) taken and passed a certification/licensure exam. Name of exam: _____ Will be graduating in: December May (Circle one) Estimated Completion Date: __________ **Instructor Signature****TO BE COMPLETED BY STUDENT SERVICES (Student Services Staff Must Initial)** Update student contact information Verify full program completer status (basic skills met, HS transcript, etc.) Student has completed Exit Survey. Employment Information verified/updated in FOCUS.**TO BE COMPLETED BY REGISTRATION OFFICE (Building 8)**Clear any outstanding balances (Bookstore, miscellaneous fees and any financial aid obligations.) **Date :** _____