

FULL PROGRAM COMPLETER/GRADUATION CHECKLIST

Student Name: _____ Student Signature: _____

Program Name: _____ Student #: _____

Instructor Signature: _____ Date: _____

To apply to be a full program completer and/or to participate in graduation:

1. To be completed by Student Services (Building 9)

- a. Complete Exit Survey (access online or in Student Services)
- b. Withdraw student from program
- c. Update student contact information
- d. Verify program completer status:
 - TABE or Wonderlic Scores: _____
 - Industry certification: _____
 - Exemption: _____

Initialed by _____ Date: _____

2. To be completed by Registration Office (Building 8)

- a. Clear any outstanding balances (Bookstore, miscellaneous fees and any financial aid obligations.) **Student will not be able to participate in graduation/pinning ceremony or receive a transcript/completion certificate if student has outstanding fees.**
- b. If walking in graduation, student must pay graduation and/or pinning ceremony fees.
- c. Withdraw student from school.

Initialed by _____ Date: _____

IF PARTICIPATING IN GRADUATION/PINNING

1. See Ms. Allen in administration for specific information for: dates, cap and gown sizing and option for pictures
2. If you are graduating a Health Education program, please see Ms. Carey for pinning registration information.



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