

## FULL PROGRAM COMPLETER/GRADUATION CHECKLIST

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Program Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### TO BE COMPLETED BY STUDENT: Post Program Plans (Check all that apply.)

\_\_\_ I have taken and passed my certification/licensure exam. Name of exam(s): \_\_\_\_\_

\_\_\_ I am scheduled to take my certification/licensure exam. Date scheduled \_\_\_\_\_

\_\_\_ I have taken my certification/licensure exam but did not pass. Name of exam(s): \_\_\_\_\_

\_\_\_ I have secured employment in a field related to my program of study. Employer: \_\_\_\_\_

\_\_\_ I am still seeking employment.

\_\_\_ I do not plan to work in a field related to my program of study.

### 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: \_\_\_\_\_

### 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: \_\_\_\_\_

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