



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 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.)
b. Student will not be able to participate in graduation/pinning ceremony or receive a transcript/completion certificate if student has outstanding fees.
c. If walking in graduation, student must pay graduation and/or pinning ceremony fees.
d. Withdraw student from school.

Initialed by Date:

See Ms. Courtney 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. Christine Moore for pinning registration information.