Student/Advisor Checklist
For Students Enrolled in Their Last Year at Delhi College

The responsibility for completing this checklist rests with the student. (This checklist may not be all inclusive.)

Name: ___________________________ Date: ________

1. Did you review your credits with your academic advisor? If so...
   ♦ Do you have the appropriate requirements? ______
   ♦ Do you have the appropriate number of credit hours for your program of study? ______
   ♦ Do you have a 2.0 GPA? ______

2. If you are transferring, did you take the appropriate steps to have the following information transferred to the new college:
   ♦ Financial Aid transcript ______
   ♦ Veteran information ______
   ♦ EOP verification ______
   ♦ Psychological &/or Medical Evaluation (if you are a student with learning &/or physical disability) ______
   ♦ Official transcript (after your degree has been posted) ______

3. If you are transferring, have you taken all examinations required for entry into your next college? ______

4. If you will be fulfilling your degree requirements and graduating ...
   ♦ Are you on your department’s graduation list for the appropriate semester? ______
   ♦ Did you order your cap and gown? ______

5. If you are short credit hours ...
   ♦ You may finish your degree in absentia. Did you fill out the Agreement for Completion of Degree Requirements in Absentia form with your academic advisor? ______
   ♦ And it is no more than 2 courses, you may still participate in the spring graduation ceremony. If this is your desire, did you have your department office send a memo to the Campus Bookstore stating you have permission to participate in the ceremony? ______

6. If applicable, did you send the fee for your licensure exam? ______

7. Did you remember to visit the following offices to finalize business with them?
   ♦ Enrollment Services – Financial Aid ______
   ♦ Mailroom ______
   ♦ Residence Hall ______
   ♦ Student Accounts ______

8. Did you complete your academic department’s exit survey? ______

The following activities are highly recommended:
♦ Computerized Career Exploration Program www.careercruising.com
♦ Resume Writing Workshop
♦ Transfer Workshop
♦ Career Fair
♦ College Night – October
♦ Scholarship Workshop
♦ Computerized College Search Program
♦ On-Campus Employer Recruitment Visits

For more information pertaining to these activities, please stop by Career Services.