Graduation Checklist

Name: ______________________________      Date: ______

1. Review your CAPP Degree Evaluation with your academic advisor
   A. Print a copy of your CAPP Degree Evaluation for records and registration
   B. Complete your Petition to Graduate and submit with CAPP to records and registration
      Fall Semester Deadline: October 15th
      Spring Semester Deadline: March 15th
   C. Order cap and gown from campus store

2. Transferring Students:
   A. Complete your FAFSA or add new institution to current FAFSA
   B. Official transcript, request a copy to be sent to new institution via bronco web

3. Lacking credits to graduate:
   A. Students lacking 6 or less credits
      a. Complete Agreement for Completion of Degree in Absentia with advisor
      b. Contact division office for approval to participate in the graduation ceremony

4. Visit the following offices to finalize business with them?
   A. Financial Aid-exit interview
   B. Residence Life (if applicable)
   C. Student Accounts
   D. Send Fee for Licensure exam (if applicable)
   E. Records and Registration-correct permanent address

The following academic services may be beneficial:
♦ Online Career Exploration Program (www.careercruising.com)
♦ Transfer Workshop
♦ Resume Writing Workshop

For more information pertaining to these programs, please contact the Resnick Learning Center.