

Graduating Students Dec_2016 | Department Clearance

Please take this form to each of the following departments for your graduation clearance. Signatures from each department member indicate approval that all business actions have been completed. **Please obtain all signatures and return to the Registrar's Office by Monday, December 9, 2016.**

Student Name (please print) _____

Library_Derrick Casey: return all materials and pay any fines

signature

date

Career Services_Carrie Brooks: exit interview

signature

date

Business Office_Heather Ragland: pay any outstanding charges or fees

signature

date

Business Office_Anne-Marie Harrell: business office payroll/check clearance

signature

date

Student Affairs_Susan Miller: complete Senior Exit Survey

signature

date

Financial Aid_Aaron White/Annette Moore: complete financial aid counseling

signature

date