

Graduation Registration Process:

1. Students may go to Academics to pick up and fill out a Registration for Graduation Application. At this time, the form must be COMPLETELY filled out and left with the Registrar's office. The Registrar's office will audit the student's file to ensure that all requirements have been completed for graduation. Once the Registrar's office completes the degree audit, they will contact the student to inform them that their Registration for Graduation form is completed and must be picked up.
2. Students must meet with a Career Services Advisor to complete their Senior Appointment and register with Career Services.
3. Students must complete their Exit Interview with Student Finance.
4. Students must meet with the Lab to ensure that they do not have any equipment that must be returned or any fees.
5. Students must meet with Student Services to verify that they do not have any parking or discipline violations.
6. Students must meet with the Library to ensure that they do not have any library fines.

Please ensure that ALL steps are taken in the order listed above to complete the graduation registration process. All Departments listed **MUST sign-off of on the graduation registration form. If a student has **NOT** met with all departments, this could hinder the process for applying for graduation.**





Attention all potential Fall Graduates.....

If you anticipate completion of all coursework for graduation at the end of the Spring 2006 term, you will need to complete a graduation form.

If you are not sure of your graduation status, please see your Academic Dean for assistance.

You may pick up your application for graduation in Academics or Career Services. All applications must be completed and submitted by September 1, 2006.

For additional questions, please contact Eronda Starghill at 713-973-3044 or Debbie Wilson at 713-973-3122.



October 2006 Graduates Connecting with Career Services Senior Appointment

Career Services Offers:

- Career Service Information
- Resume Writing
- Mock Interviews
- Telephone and Fax Services
- Alumni Services

Please note that it is an essential requirement that you meet with a Career Services Advisor as a part of your Graduation Clearance Process. Please be sure to contact Career Services at 713-973-3044, 713-973-3045 or 713-973-3046 to schedule your Senior Appointment with an Advisor by October 20, 2006.

Operation Hours:

Monday-Thursday: 8am-7pm

Friday: 8am-5pm

