



BJ VanCamp  
Director

Matt Zadra  
Assistant Director

Rod Duckworth  
Assistant Director

500 North Appleyard Drive • Tallahassee, FL 32304 • Phone: 850.487.7555 • Fax: 850.922.3880 • www.livelytech.com

## FULL PROGRAM COMPLETER/GRADUATION CHECKLIST

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Program Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Date: \_\_\_\_\_

### TO BE COMPLETED BY STUDENT: Post Program Plans (Students initials)

\_\_\_\_ If walking in graduation, student must pay non-refundable graduation and/or pinning ceremony fees.

\_\_\_\_ Students may still be responsible for outstanding fee(s) including but not restricted to Bookstore, miscellaneous fees and financial aid obligations based on term close-out processes. Transcript and Completion Certificate will not be distributed until all outstanding balances are cleared. Graduation fee covers cost of graduation activities only.

\_\_\_\_ I'm aware that I must maintain satisfactory attendance until the end of the term

YES NO I have secured employment in a field related to my program of study.

Employer: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Email and Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_

### TO BE COMPLETED BY INSTRUCTOR (Instructor Must Initial)

\_\_\_\_ taken and passed a certification/licensure exam. Name of exam: \_\_\_\_\_

\_\_\_\_ Will be graduating in:      December      May      (Circle one)

\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

\_\_\_\_\_ Instructor Signature

### TO BE COMPLETED BY STUDENT SERVICES (Student Services Staff Must Initial)

\_\_\_\_ Update student contact information

\_\_\_\_ Verify full program completer status (basic skills met, HS transcript, etc.)

\_\_\_\_ Student has completed Exit Survey.

\_\_\_\_ Employment Information verified/updated in FOCUS.

### TO BE COMPLETED BY REGISTRATION OFFICE (Building 8)

Clear any outstanding balances (Bookstore, miscellaneous fees and any financial aid obligations.) Date : \_\_\_\_\_