



Directions: Please complete the Student Exit Checklist by (1) answering the questions and filling in the blanks below, and (2) by having each department sign and date as a check-off prior to graduation. Please note-the signatures required by each department must be obtained in the order listed below.

Student's Full Name _____

Last Date of Attendance _____

Program _____

Graduate or Permanent Withdrawal? _____

Mailing Address:

Your Phone (H) _____

(C) _____

(W) _____

Name and Mailing Address of a Relative who does NOT live at the address listed above:

Permanent Personal Email _____

Facebook User Name _____

Are you planning on having a name change in the next nine months (i.e. marriage, divorce, etc.)

If so, what will your new name be: _____

Department	Title/Person	Steps To Be Completed	Employee Signature	Date
1. Career Services Office Suite 102	Academic Support and Career Services Coordinator Darla Dolph	____ Student filled out the Regular Employment Form. ____ Student has provided personal email and phone.		
2. Knowledge Resource Library Library 208	Information Specialist Laura Cullerton Library Assistant Laura Amann	____ Student has returned all checked out books .		
3. Financial Aid Office 223	Director of Financial Aid Margie Rose Financial Aid Officer Laura Kellogg	____ Student has been given paperwork to complete required exit counseling on the Department of Education's website regarding loan (if applicable). ____ Student has been advised in writing what his/her current Federal Loan Debt amount is at the time of graduation. Student understands that these amounts are estimates used to forecast calculations.		
4. Financial Services Office 225	Director of Financial Services Robert Craver	____ Student has been advised in writing about his/her financial obligations to the College.		
5. Nursing Education Office Suite 102	Dean, Nursing Dr. Hollie Caldwell	____ Student has completed and passed all nursing curriculum, including clinical experiences. ____ Completion of Graduate Survey		
6. Administration Office 223	Vice President of Academic Affairs Dr. Julie Basler	____ Student has completed Student Exit Survey and has documentation to submit to the College Registrar that the Student Exit Survey has been completed.		

7. Registration Office 226	College Registrar Katie Dahl	_____ Student has successfully completed all degree requirements according to degree audit. _____ Student has turned in completed Student Exit Checklist for permanent file.		
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