

PREPARING FOR GRADUATION

The following is a check list for you to complete for your graduation.

_____File an Intent to Graduate Form with the Records Office one (1) semester before you plan to graduate, pay the designated fee.

_____Give the OTA Office your correct address. You are responsible for making a change of address with the Admissions Office.

_____Take the required exit tests in the Fall Semester of your second year; you will be off campus when the other students take their test. Contact the Testing Center.

_____Ensure that the Office of Student Services has your correct contact information so that you will receive information regarding cap and gown measurements and ordering invitations.

_____Make arrangements to have your mail forwarded to you if you will be out of town for your Fieldwork in the Spring Semester. There will probably be mailings from the School and the OTA office.