

Graduation Clearance / Checklist Form

GRADUATION CLEARANCE / CHECKLIST FORM INSTRUCTIONS:

This form must be completed by week 10 of your final quarter of study.

Completion of this form does not guarantee that you will graduate.
The following conditions must be satisfied to earn your degree or diploma:

- Meet with a member of each department listed below to review your obligations to the Art Institute of California — Orange County to ensure your eligibility to graduate.
- Have this form signed & dated by a member of each department.
- Having this form signed does not guarantee receipt of your diploma – if your situation/status changes after the signature date, your clearance may be revoked.
- The Registrar's Office will mail your diploma 10 – 12 weeks after successful completion of your final quarter of study.
- Return this completed form to the Career Services Office (Building B, Room 100).

**If you have specific questions about the graduation ceremony you need to contact the Student Affairs Office.
They are located in Building C (Room 204) or by telephone at 714.338.1314.**

STUDENT INFORMATION – PLEASE PRINT:

Name: _____ Student ID #: _____

Anticipated graduation quarter: Winter Spring Summer Fall Year: 20_____

Degree and Program: Bachelor's Degree Associate's Degree Diploma

- Advertising Digital Filmmaking & Video Production Digital Photography Fashion Design
 Fashion Marketing & Management Game Art & Design Graphic Design Industrial Design Interior Design
 Media Arts & Animation Visual & Game Programming Visual Effects & Motion Graphics Web Design & Interactive Media

Culinary Degree: Culinary Management Culinary Arts Baking & Pastry

Culinary Diploma: Art of Cooking Baking & Pastry

Student Signature: _____ Date: _____

DEPARTMENT CLEARANCE:

Accounting (Building A): Signature: _____ Date: _____

Equipment Cage (Building A / Student Lounge): Signature: _____ Date: _____

Financial Aid (Building A) Signature: _____ Date: _____

Library (Building B / Room B129): Signature: _____ Date: _____

Student Affairs (Building C / Room 204): Signature: _____ Date: _____

a) International Students only Signature: _____ Date: _____

b) Housing Students only Signature: _____ Date: _____

Career Services (Building B / Room 100): Signature: _____ Date: _____

Completed form remains with Career Services.