

GRADUATE CLEARANCE FORM

In order to receive your diploma, you must visit the departments listed below, get the required signatures, and complete all exit requirements. You will receive your diploma approximately 8-10 weeks after graduation if this form is completed.

Student ID #: _____ Email Address: _____

Student Name (print): _____

Forwarding Address: _____

City: _____ State: _____ Zip Code: _____

Telephone #: () _____

IMPORTANT INFORMATION FOR GRADUATES:

- I understand that, in order to graduate, I must clear with all relevant departments listed below.
- If this form is not completed, I understand that I will not receive a diploma until I am cleared.
- The Registrar is the department that mails diplomas. I understand that it is my responsibility to update the Registrar's Office if my address changes.
- Student Affairs is the department that will send me information regarding the graduation ceremony. If I have additional questions regarding the graduation ceremony, I can call 714.830.0239.

Student Signature: _____

Staff members: After reviewing the potential graduates' file, please fill in the boxes indicating what, if anything, is owed to your department from the graduate. If they owe nothing to your department, initial and date in the appropriate boxes.

Department	Balance / paperwork owed?	Initial	Date
Christy McAfee (International Students Only) – Room B-154			
Student Affairs/Housing (Housing Students Only) – Room C-207			
Student Financial Services – Room A-225			
Accounting – Room A-234			
Library – Room B-129			
Equipment Cage – Student Lounge in building A			
Career Services – Room B-149 (<u>can't be signed prior to Portfolio Review</u>)			
Registrar (last checkpoint and turn in this form) – Room A-234			

This form must be completed and returned to The Registrar's Office