



# MILES COLLEGE 2017 SENIOR CHECKLIST

**Instructions:** This form is required for preliminary clearance for graduation and should be completed in its entirety. After acquiring all signatures for items 1-7, bring the form to the Office of Academic Records in Brown Hall, 2nd floor for submission. ONLY when this form is submitted should the prospective graduate begin participating in senior activities.

Name \_\_\_\_\_ M# \_\_\_\_\_  
Print Last First Name Middle Cell # \_\_\_\_\_

1. \_\_\_\_\_ Clearance from LRC (Kirkendall Learning Resource Center). No outstanding library fees or equipment pending return. (See Ms. Lynne Bobbs.)
2. \_\_\_\_\_ Credentials on file in the College Placement Office, i.e., resume and two (2) letters of recommendations. Take documents to the Office of Academic Affairs. (See Ms. Laquicia Presswood, Pearson Hall, Room 108.)
3. \_\_\_\_\_ QEP Collegiate Learning Assessment (CLA). (See Mrs. Natalya B. Winters, Taggart, Room 309.)
4. \_\_\_\_\_ Complete EXIT Counseling online anytime at [www.nslsds.ed.gov](http://www.nslsds.ed.gov) OR in person in the Office of Financial Aid for students with NSLDS and other loans. **Deadline: April 3, 2017.** (See Office of Financial Aid, Brown Hall, 1st floor.)
5. \_\_\_\_\_ All official admissions documents and/or outstanding transcripts have been received in the Office of Admissions. (See Chris Robertson, Enrollment Center.)  
Circle Yes No If no, name of school \_\_\_\_\_
6. \_\_\_\_\_ Measurement of Cap and Gown in Miles College Mailroom. (See Mr. Willie Moss, Brown Hall, 1st floor.)
7. \_\_\_\_\_ Paid Greek Kente Stole (optional), additional **cost of \$10. Due March 6, 2016.** (Take receipt to Mr. Kenneth Coachman, Office of the President.)  
\_\_\_\_\_ Paid Graduation Fee and Senior Class Dues. **Total Fee \$250. Due April 3, 2017.**  
\_\_\_\_\_ Clearance of all balances in Business Office **by April 3, 2017.**

Completed form received by Office of Academic Records \_\_\_\_\_ Date \_\_\_\_\_

PLEASE KEEP A COPY OF THIS FORM TO PICK UP CAP AND GOWN.

**FINAL CLEARANCE will be reviewed by the REGISTRAR after all final grades are posted and transcripts (if applicable) have been verified.** Prospective graduates with deficiencies will be notified.

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APPROVED: College Registrar \_\_\_\_\_ Date \_\_\_\_\_