



Bluefield State University

GRADUATION CHECK-LIST

Complete during the semester prior to your intended graduation:

Academic Advisor

Meet with your Academic Advisor to complete the 45- or 90-Hour Evaluation.....

Registrar's Office

Submit the Graduation Application (online or in-office).....

45- or 90- Hour Evaluation, signed by your Academic Advisor.....

Complete during the semester leading up to your graduation:

Business Office

Make sure all financial holds have been cleared.....

Career Services

Visit the Career Services Center.....

Register for job placement services.....

Complete the Graduation Survey.....

Financial Aid

Complete the Financial Aid Exit Interview.....

Bookstore

Order your graduation Cap & Gown online.....

Order Class Rings, Graduation Invitations, ect (optional).....

Alumni Affairs

Provide your contact information to the BSU National Alumni Association

Email Ms. Jeanette Lee, National Membership Chairperson, jeelee@earthlink.net.....

Athletics Department

Student Athletes: return any athletic equipment.....

Registrar's Office

Pick up Honor Cords.....
