

# GRADUATION INFORMATION CHECKOFF SHEET

<u>ITEM</u>	<u>DEADLINE</u>
[ ] 1. Complete and turn in <i>Application to Graduate Form</i> by:	March 1, 2009
[ ] 2. Received the first graduation information letter in mail by:	March 12, 2009
[ ] 3. Sign up for <i>CAAP</i> test. (Required only for Associate of Arts, Associate of General Studies, Associate of Arts in Teaching, and Associate of Science majors) by:	March 20, 2009
[ ] 4. Make arrangements to take Praxis I test if required. Go to <a href="http://www.ets.org/praxis">www.ets.org/praxis</a> to register. Required for Teaching degrees.	You must register with Praxis a month in advance of test date
[ ] 5. Turn in <i>Graduate &amp; Placement Survey</i> by:	April 17, 2009
[ ] 6. Pay \$30 (2 <sup>nd</sup> degree in same semester is \$10) to Business Office by:	March 16, 2009
[ ] 7. Pick up cap and gown the week of May 11-14 at CCCUA Kimball Library or call ext. 155 to make arrangements to have cap and gown sent to Ashdown or Nashville campus.	March 16 – 20, 2009
[ ] 8. If, size is out of stock in library, contact bookstore to order.	March 23 – 26, 2009
[ ] 9. Attend graduation practice at 11:00 a.m. De Queen High School Auditorium	May 16, 2009
[ ] 10. Line up for graduation ceremony at 1:30 p.m. at De Queen High School auditorium.	May 16, 2009

---

## Student's Notes

Test: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

Test: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_