



Please complete this form, obtain clearance from the appropriate departments listed and submit to the Office of the Registrar no later than the Friday before your graduation ceremony.

**STUDENT INFORMATION**

Name: \_\_\_\_\_  
                    *First*  *Middle*  *Last*

Student ID#: \_\_\_\_\_ Class of: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

College:  COP     COM     CHS

**UPDATING YOUR CONTACT INFORMATION: If you need to make changes to your contact information, please complete a Change of Address Form or make the changes in your Student Portal. Following graduation, correspondence will be sent to your Home/Permanent address. Your diploma will be mailed to your Home/Permanent address on record at the time the diploma order is placed.**

**EQUIPMENT CLEARANCE SIGNATURES**

Student ID badge returned       Student ID badge lost/not returned—payment for replacement verified\*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
                    Information Technology

Turning Point clicker returned     Turning Point clicker lost/not returned—payment for replacement verified\*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
                    Information Technology

\*If your Student ID badge or Turning Point clicker is not returnable, please complete the appropriate replacement form. Completion of the replacement includes proper payment made to the Business Office.

**DEPARTMENT CLEARANCE SIGNATURES**

Completed exit loan counseling     Exit loan counseling not required

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
                    Financial Aid Office

No outstanding student account balance owed to California Northstate University.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
                    Business Office

No outstanding account balance owed to California Northstate University Library.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
                    Librarian

Degree audit completed and all academic requirements fulfilled.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
                    Registrar

Completed exit survey

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
                    Office of Student Affairs