

Graduation Review Sign Up Sheet

In order to schedule time for a Graduation Review, you must have this form filled out. Please arrange a time with your committee and take this form to each committee member to sign. Once you have gotten all the signatures, bring this form to the Johnston Administrative Assistant, Kerry Robles, who will put you on the calendar and confirm the time and date with you. **Please allow 3 weeks prior to your scheduled time to complete all materials required by Teresa Area/Registrar.**

Graduation Committee dates are on a **first come, first served basis**. You will not be scheduled for the date requested until it has been confirmed with the Johnston office.

Student: _____ Cell Phone # _____

Email: _____

Date requested: _____ Time requested: _____

Advisor: _____ Advisor's signature: _____

Committee Members (your advisor, 3 faculty members & 2 Johnston students)

Faculty: _____ Signature: _____

Faculty: _____ Signature: _____

Faculty: _____ Signature: _____

Student: _____ Signature: _____

Student: _____ Signature: _____

I HAVE DELIVERED THIS FORM DIRECTLY TO KERRY ROBLES IN THE JOHNSTON OFFICE (and not left it on her desk). SHE HAS ACKNOWLEDGED RECEIPT OF THIS FORM.

Student Signature: _____

Kerry Robles' signature: _____

Office Use Only

Committee time confirmed & recorded	Yes	No	initials _____
Committee contacted by email	Yes	No	initials _____