



A TECHNICAL COLLEGE

3427 North Main Avenue
Scranton, PA 18508-1495

Graduation Checklist

Graduating students must finalize completion of a variety of items prior to Graduation Day. Students **must**:

1. Complete all requirements set forth by the College and by each instructor, including tests, examinations, projects, notebooks, term papers, speeches, etc.
2. Submit a Graduation Application Form and required fee. Forms are available on the Johnson College website Registrar's page.
3. Remove all financial obligations due to the College by April 9, 2010.
4. Return all books, periodicals or other materials drawn from the library by April 30, 2010.
5. Return all supplies, materials and books borrowed from Student Support Services by April 30, 2010.
6. Pick up cap and gown from Mr. Dominick Carachilo, Vice President of Academic Affairs, in Richmond Hall beginning April 30, 2010 but no later than Thursday, May 6, 2010.
7. Complete your Senior Student Satisfaction/Graduate Employment Survey on-line at the Johnson College website.
8. Report for Commencement Practice at a time that will be announced. Appropriate attire must be slacks, shirt, necktie, shoes and socks. Ladies may wear a casual dress or pants suit. You must bring your cap, tassel, and gown with you, making certain your gown is pressed.
9. Sit for the class picture, which will be taken at Commencement Practice. Class pictures will be available through the College photographer at a cost of approximately \$10.00 per print.

Please Note - It is our desire to make graduation as near perfect as is humanly possible. This requires the presence of **all graduates at the rehearsal on time. Please do not ask to be excused.**

Commencement Exercise – Students are to report to the Ballroom at the Scranton Cultural Center for graduation ceremonies on Sunday, May 9 at a time to be announced. You should be dressed in slacks, shirt, necktie, shoes and socks, and you should be properly groomed. Ladies may wear a casual dress or pants suit.

Special Notation:

You have devoted considerable time, effort, and dedication to your program of education and you should make every effort to be present to receive your degree. Should circumstances prohibit your attendance at the Commencement, a letter requesting graduation in absentia should be directed to the Vice President of Academic Affairs no later than April 16, 2010.