

# Checklist for Graduation

## Finances:

- ✓ Complete Exit Loan Counseling.
- ✓ Contact your lender to determine when your first student loan payment will be due. Also double check your contact information is current with your lender.
- ✓ Review loan re-payment options available.

## Commencement:

- ✓ Complete your Declaration of Candidacy for Graduation on CougarTrack by the Friday prior to Finals Week of the date you plan to graduate. This is your application to graduate NOT to participate in a ceremony.
- ✓ Complete the Application for Commencement Ceremony in CougarTrack by **March 4, 2022**. This is your request to participate in a ceremony and *MUST* be filed by the deadline.
- ✓ Your cap and gown should be ordered from the following link: <http://herff.ly/cc>
- ✓ Order your customized commencement announcements through the [Herff Jones website](#) or purchase standard commencement announcements in the Columbia College Bookstore.
- ✓ Pick up cap and gown two weeks prior to Commencement in the Columbia College Bookstore.

## Future Plans:

- ✓ Contact the Enrollment Service Center (MOH 205) immediately after completing your degree if you are pursuing a Master's degree at Columbia College.
- ✓ Need information about [Graduate Schools](#)? Visit Career Services (MOH 219) or Columbia College [Admissions Office](#) (MOH 132) for CC Graduate programs.
- ✓ Have you started searching for a job? Check out [Handshake](#) through Career Services for job opportunities nationwide.
- ✓ Learn the [benefits](#) of being a member of the CC Alumni Association (CCAA). Provide updated contact information as well.

Need additional information?  
<https://www.ccis.edu/student-life/commencement>  
Division of Student Affairs (AHSC 215)  
[Studentaffairs@ccis.edu](mailto:Studentaffairs@ccis.edu) | 573-875-7400

