



OFFICE OF THE REGISTRAR
3315 University Drive
Bismarck, ND 58504
Ph: 701-255-3285 ext(s) 3101, 3102, 3171
Fx: 701-530-0636 www.uttc.edu/registrar

Graduation Checklist

Student Name: _____ ID: _____

✓ **Step 1: Financial Aid: All financial aid paperwork must be complete prior to graduation.** If you have taken out student loans while attending UTTC you are required to complete the following:

- 1) Department of Education Loan Exit counseling
- 2) SALT Student Loan Repayment Module
- 3) Meet with Default Prevention Specialist (Fred McLaughlin) who will advise you of your borrower rights and responsibilities which include important information regarding loan repayment options, deferments, and more.

Default Prevention Specialist: _____ (loan borrowers only)
Signature Date

All financial aid paperwork must be complete prior to graduation.

Financial Aid: _____ (all graduates)
Signature Date

✓ **Step 2: Student Accounts: Financial Obligations/Holds:** View your student account on the MYUTTC student portal, check with each of the following departments to clear any holds you may have on your account, and then have Student Accounts sign off to verify that you do not have any holds on your account. Note: Your diploma/transcript cannot be released until your account is paid in full.

Student Accounts: _____
Signature Date

✓ **Step 3: Registrar:** The Registrar's office makes the final determination that all degree requirements have been met and that you are eligible to graduate. After all of the above signatures have been obtained; please take this form to the registrar's office for final review. In order to receive your diploma, you must be in good standing with the school and not owe a balance on your account or have any holds on your account. Your diploma will be mailed to you within 90 days from the conferred date (date all final grades have been received and all of your degree requirements are complete).

Registrar: _____
Signature Date

Congratulations! You have worked hard to achieve your dream. Good luck and best wishes on your future endeavors!