2013 Graduation Checklist

1. STAR Academic Degree Audit
   Check your STAR Degree Audit and work with your counselor to verify eligibility to graduate (with your Associate in Arts or an Academic Subject Certificate).

2. Graduation Certification:
   Call 235-7413 for an appointment. Completed form is submitted to the Admissions and Records office.

<table>
<thead>
<tr>
<th>Day</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, April 15, 2013</td>
<td>LAST DAY for certification to get your name printed in the commencement program.</td>
</tr>
<tr>
<td>Wednesday, May 1, 2013</td>
<td>LAST DAY to certify/apply for Spring 2013.</td>
</tr>
</tbody>
</table>

3. Graduation Fee
   $15.00 is paid at the Business Office in Hale Alakai for each diploma (in English). Diplomas written in Hawaiian are available for an additional $15 charge each.

4. Cap and Gown – Commencement Event
   Order your cap and gown (includes tassel) through the Bookstore in Hale ‘Akoakoa by March 1, 2013. Their hours of operation are Monday through Friday from 8:00 a.m. to 3:30 p.m. except during holidays.

   Cost: $36.00

   DEADLINE to order your cap and gown is
   **Tuesday, March 1, 2013**
   Orders can be picked up from April 15th to May 10th