

GRADUATION CLEARANCE

1st Step

GRADUATES must secure clearance from the **Cashier** by emailing the clearance form to bursar@susla.edu or visiting the Cashier window. If emailed, the form will be returned to you.

2nd Step

GRADUATES must secure clearance from the **Library** by emailing the clearance form to aclark@susla.edu or visiting the Campus Library. If emailed, the form will be returned to you.

3rd Step

GRADUATES must secure clearance from the **SUSLA Police** by emailing the clearance form to lsp@susla.edu or visiting the University Police office. If emailed, the form will be returned to you.

4th Step

GRADUATES must complete the steps outlined in the Commencement Guide to receive clearance from the **Office of Financial Aid**.

Upon completion, email the clearance form to financialaid@susla.edu or visit the Financial Aid office. If emailed, the form will be returned to you.

5th Step

GRADUATES must follow the instructions on the attached document to secure clearance from the **Welcome Center**.

6th Step

GRADUATES must complete the steps outlined in the Commencement Guide to secure clearance from the **Office of Research, Sponsored Programs and Institutional Effectiveness**.

Upon completion, email the clearance form to dbrown@susla.edu or visit the **Office of Research, Sponsored Programs and Institutional Effectiveness**. If emailed, the form will be returned to you.

7th Step

GRADUATES must complete the steps outlined in the Commencement Guide to secure clearance from the **Office of Career Services**.

Upon completion, email the clearance form to awilliams@susla.edu or visit the Career Services office. If emailed, the form will be returned to you.

8th Step (FINAL STEP)

GRADUATES must submit the clearance form with signatures to the **Registrar's Office** (registraroffice@susla.edu) for final processing.