

NAME _____

LBCC GRADUATION WORKSHEET 2005-2006 ID. NO. _____

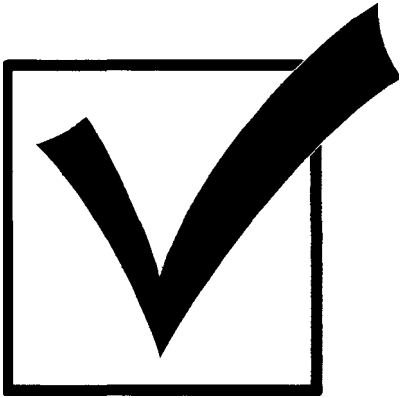
CERTIFICATE

Employment Skills Training

C 5605

INSTRUCTIONS: Use this worksheet to plan your program and track your progress toward graduation. Before you begin this program you will need to meet with a faculty advisor to assist you in selecting the courses you need for your employment plan. If a social service agency is paying for the cost of your schooling, you should also have your case manager approve the program before you begin. When you are nearing completion, meet with your advisor and have him or her sign this form.

You should apply for graduation one term prior to the term you and your advisor determine you will have met the requirements for completion. **When you apply for graduation you must attach this form to your application. Your application is incomplete without this form signed by your advisor.**



Employment Objective _____ CIP: _____

Courses required before beginning program.

General Education Requirements

	Credits	
MTH 020 Basic Mathematics	4 cr	_____
RD 080 Building College Reading	3 cr	_____
WR 090 The Write Course	4 cr	_____

Degree Evaluator _____ Date _____

FOR OFFICE USE ONLY	
Credit Toward This Degree	
Total Cr. _____	LBCC Cr. _____ GPA _____
Approved <input type="checkbox"/> Denied <input type="checkbox"/>	
Registrar _____	Date _____ C 5605 SS

PROGRAM REQUIREMENTS LISTED ON REVERSE SIDE

Instructions: Before you begin this program you will need to meet with a faculty advisor to assist you in selecting the courses you need for your employment plan. If a social service agency is paying for the cost of your schooling, you should also have your case manager approve the program before you begin. Use this worksheet to plan your program and to track your progress towards graduation. No course substitutions are allowed. A new employment plan must be approved if there are any changes in the program.

PROGRAM REQUIREMENTS ARE APPROVED BY THE PROGRAM ADVISOR

Employment Skills Training Program Plan

Course Number	Course Description	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Credits Needed: 12-44

Required Signatures

Date

General Education requirements are not included in the 12-44 needed credits.

Student _____
 Program Advisor _____
 Case Manager _____
 (If working with a Social Services Agency)

Admissions & Records will perform a final evaluation to ensure all courses have been completed with appropriate grades before this certificate is awarded to the student. Requirements such as general education, total credits and grade point average must be approved by the Registrar.

PROGRAM ADVISOR
 Pregraduation Approval Signature

 Program Advisor Signature Date