

NAME _____

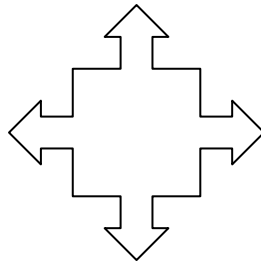
LBCC GRADUATION WORKSHEET 2008-2009 ID.NO _____

CERTIFICATE

Basic Library Instructional Assistant

C 5077

INSTRUCTIONS: Use this worksheet to track your progress toward graduation. You must be able to check off all the boxes on the checklist to receive this certificate. The college catalog and your advisor are two resources you can turn to if you need help. 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.**



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 5077 FR

Advisor Instructions: This is the student's official record of their progress. The student must be present this form to the Admissions Office when they apply for graduation. Please address each requirement by checking off completed courses, indicating which courses the student plans to take, and clearly documenting substitutions or waivers.

PROGRAM REQUIREMENTS ARE APPROVED BY THE DEPARTMENT ADVISOR. CHANGES MUST ALSO BE APPROVED BY DIVISION DIRECTOR OR DEAN

	Credits	Waivers/ Substitutions	Advisor Initials	Date Approved
Select 18 Credits from the following:				
ED 7.740	Intro to School Libraries.....	3	<input type="checkbox"/>	_____
ED 7.741	Circulation of Library Materials	3	<input type="checkbox"/>	_____
ED 7.742	Reference Materials & Services.....	3	<input type="checkbox"/>	_____
ED 7.743	Collection Development.....	3	<input type="checkbox"/>	_____
ED 7.744	Organization of Library Materials	3	<input type="checkbox"/>	_____
ED 7.745	Online Info Literacy for Librarians	3	<input type="checkbox"/>	_____
ED 7.746	Children's Lit & Reading Promotion.....	3	<input type="checkbox"/>	_____
ED 7.747	Multicultural Literature K-12.....	3	<input type="checkbox"/>	_____
ED 7.748	Library Skill Curriculum.....	3	<input type="checkbox"/>	_____
ED 7.749	Global Literature K-12	3	<input type="checkbox"/>	_____
ED 7.751	Reading Promotion/Reader's Advisory.....	3	<input type="checkbox"/>	_____
ED 7.752	Design & Prod of Library Resources	3	<input type="checkbox"/>	_____

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.

DEPARTMENT ADVISOR

Program requirements/proposed substitutions and waivers meet with my approval. Reasons for any changes are indicated and initialed on the appropriate line above.

DIVISION DIRECTOR or DEAN

Changes and/or substitutions in the program requirements have my approval.

Program Advisor Signature Date

Division Director or Dean Signature Date