JACKSON STATE UNBIVERSITY
COLLEGE OF BUSINESS

GRADUATING STUDENT EXIT REQUIREMENTS
SPRING (APRIL) 2017

<u>Attention: Graduation Candidates</u>

1. If your Faculty Advisor has approved you for graduation and has provided you with a Graduation PIN, your next steps are: (1) to complete the application for degree, and (2) to complete the graduating student exit documents.

2. Please apply for graduation; log on via J-PAWS - Student Page.

    Note: Please ensure that your information is correct upon entering. Please pay particular attention to the following: your name, hometown and state, and any other information (should be listed the way you want it printed in the graduation program, check the spelling, etc.).

3. In order to complete the graduating student exit documents, please take the following steps:

    (1) Report to the Center for Academic and Professional Success (CAPS).
    (2) Sign in at the front desk.
    (3) Please let the attendant know that you are reporting to complete the graduating student exit documents. Ask to utilize the <u>CAPS Computer Laboratory</u> in order to complete the exit documents. Once in the CAPS Laboratory, please complete the CAPS Lab sign-in.
    (4) Select a computer station to complete the graduating student exit documents. The exit documents are outlined below:

    (a) **College of Business Exit Questionnaire**

        The link for the <u>College of Business Exit Questionnaire</u> is shown below:

        http://www2.jsums.edu/surveys/businessexit/

        After the completion of the questionnaire, a **completion certificate** with the student's name on it will show on the screen. The student must save the completion certificate and email it to Dr. Vershun McClain at the email address shown in Item 5.

    (b) **JSU Graduating Student Exit Survey / Graduating Student Satisfaction Survey**

        The link for the <u>Jackson State University Graduating Student Exit Survey / Graduating Student Satisfaction Survey</u> is shown below:

        http://www2.jsums.edu/exitsurvey/

        After the completion of the survey, a **completion certificate** with the student's name on it will show on the screen. The student must save the completion certificate and email it to Dr. Vershun McClain at the email address shown in Item 5.

    (c) **Current Resume** (College of Business format)

        Students must also submit an electronic copy of their current <u>resume</u> to Dr. Vershun McClain along with the other exit documents. The resume must be updated, and it must be in the College of Business format. Quality counts—content, grammar, mechanics, formatting, etc.).

Note: Your resume must be in the correct format. It your resume is not in a quality state, it will not be accepted. You will be asked to work with Dr. McClain as it relates to the development of a resume that is good form. Once your resume is completed professionally, you may email it to Dr. Vershun McClain.

(5) Students must send, electronically, all exit documents, including the resume to:

> **Dr. Vershun McClain**
> **jsucapscenter@gmail.com**

(6) Upon completion of the exit documents, <u>and before the student can be given credit for having completing the required exit documents</u>, students must meet with Dr. Vershun McClain concerning their exit documents. **(Note: This may entail the scheduling of a follow-up meeting if Dr. McClain is not available during their initial visit.)** During your meeting with Dr. McClain, she will pull your documents from the electronic files and review them for completion, correctness, etc. It is only after this meeting will you be given credit for having completed the exit requirements.

(7) <u>**DUE DATE FOR EXIT REQUIREMENTS IN THE COLLEGE OF BUSINESS**</u>

Your exit documents must be completed in the College of Business by close of business on <u>March 3, 2017</u>.

4. Sign out at the front desk.

For additional information, please contact:

> Dr. Sheila Porterfield
> Dean's Ofifce
> 601-979-2411