

NOTE: Student must complete the procedures listed below BEFORE the last day to add classes on the Academic Calendar in order to enroll in the current semester. Student will be allowed to enroll in multiple terms provided they have permission from the WFU Office of Academic Advising.

ON-BOARDING PROCEDURES:

1. Student will receive permission from the instructor to enroll in a graduate level course.
2. Student will receive permission from the WFU Office of Academic Advising to enroll in a graduate level course, or (if a graduate student) permission of their advisor.
3. Student will contact Student Records Coordinator, Kelley Reavis (kereavis@wakehealth.edu) in Biomedical Science Graduate Office to complete forms and enroll.
 - a. Student will provide permissions
 - b. Student will sign the confidentiality agreement form
 - c. Student will sign the honor code policy
 - d. Student will be given a copy of the disability policy
 - e. Student will be given a copy of the FERPA policy
4. Student is enrolled in class
5. Student is given access to appropriate class in eWake. WFU accounts have access to eWake so no medcenter ID/email is needed.
6. Student gets badge and parking access – access will be limited to the semester in which they are enrolled
7. As applicable if class involves research contact, student will complete all research training requirements for working with research subjects (e.g., training prescribed by the Animal Care and Use Committee prior to undertaking animal subjects or Institutional Review Board prior to undertaking human subjects research).

EXIT PROCEDURES:

1. Student returns badge to the Graduate School Office.
2. Badge is returned to the Medical Center ID office and access is terminated for building and parking.
3. Student program and plan in Campus Solutions PeopleSoft is discontinued.

CONTACT / MAILING ADDRESS:

Kelley Reavis
Student Records Coordinator
WFU Graduate School of Arts and Sciences
Bowman Gray Campus
Medical Center Blvd.
Winston-Salem, NC 27157-1001