

CHECKLIST FOR MAY GRADUATES COMPLETING A THESIS OR DISSERTATION

- ☐ **THESIS INSTRUCTIONS** - Review for formatting requirements and **sample title pages**. It may also be helpful to review current ETD's (Electronic Thesis Dissertation) at <http://etd.wfu.edu/>.
- ☐ **MARCH 1st TICKET ORDERS** - Order tickets and parking passes for the **University Commencement** ceremony May 21, 2018 online at <http://www.wfu.edu/commencement/>. Tickets MUST be ordered for all guests. Only one ticket order can be placed per graduate. Note that tickets and parking passes are NOT required for the **Graduate School Hooding & Awards** ceremony on May 19, 2018.
- ☐ **MARCH 5-6 STUDENT THESIS BOOT CAMP** - Details and registration information <https://pdc.wfu.edu/event/11711/>
- ☐ **MARCH 14-15 GRAD FAIR** - Attend Grad Fair to order graduation announcements and rings. <http://commencement.wfu.edu/cap-gown-graduation-announcements/>. Note the Graduate School will order and distribute regalia for ceremony attendees. Do not place an order at the Grad Fair or Bookstore.
- ☐ **APRIL 6th FORMAT REVIEW** - Deadline to submit your title page and one chapter electronically to whitesl@wfu.edu.
- ☐ **APRIL 13th SPECIAL NEEDS** - Notify the Graduate School office if either you or any of your guests require special assistance for either ceremony by sending an email to whitesl@wfu.edu.
- ☐ **APRIL 13th IN ABSENTIA FORM** - Deadline to submit to whitesl@wfu.edu if you will not be attending Commencement and/or Hooding.
- ☐ **COMMITTEE MEMBERS** - Must be on Graduate Faculty <http://www.graduate.wfu.edu/faculty/directory.html>. Your Program Director can request temporary Graduate Faculty status for one committee member who is not on Graduate Faculty. This request along with the member's CV must be sent electronically to Dean Brad Jones for approval.
- ☐ **DEFENSE** - Notify the Graduate School once your defense has been scheduled by sending an email to whitesl@wfu.edu. We will need the date, time, and place as well as a list of committee members to send out the official notification and ballot. Verify your committee's chair has submitted the ballot to the Graduate School office within 2 days of your defense.
- ☐ **ETD COPYRIGHT AND EMBARGO** - Questions? Contact Molly Keener at keenerm@wfu.edu.
- ☐ **BOUND COPIES** - Check with your department for any bound thesis/dissertation requirements. Copies can be ordered through ZSR Library by contacting djones@wfu.edu as well as through online services.
- ☐ **APRIL 25th DEFENSE DEADLINE** - Last day to defend thesis/dissertation to graduate May 21st.
- ☐ **May 1st COMMENCEMENT TICKETS** - Deadline to place online order for tickets and parking passes for Commencement May 21, 2018.

☐ **May 2nd FINAL DEADLINE** for the following items including all program requirements:

☐ **Graduation Fee** – Your graduation fee has been added to your student account and can be paid through DEAC. This fee covers all expenses related to graduation (diplomas, regalia for ceremony attendees, etc) and is required of all graduates regardless of ceremony attendance.

☐ **ETD Student Advisor Agreement** - Submit to with to the Graduate School office. Verify that the the embargo you select matches your ETD submission with ProQuest.

☐ **ETD** – Submit online <http://etd.wfu.edu/>. You will receive an email notification once it's been reviewed if formatting corrections are required. Final approval will also be sent via email.

☐ **Graduate School Exit Survey** - Online submission. Individual links will be sent via email.

☐ **Survey of Earned Doctorate** – PhD students must complete the online survey <https://sed.norc.org/doctorate/showRegister.do>.

☐ **Name Pronunciation** - Online submission. Individual links will be sent via email.

☐ **Holds** - Check WIN to verify there are no holds on your account. Tickets and regalia cannot be distributed if there is a hold on your account.

☐ **May 14–17 REGALIA & TICKET DISTRIBUTION** – Come to the Graduate School office 118A Reynolda Village **Monday through Thursday 9:00am – 4:00pm** to pick up regalia and pre-ordered Commencement tickets with parking passes. If you will be out of town, you may have someone pick up your things if all requirements are met and your student account is clear.

*** Diplomas will be mailed approximately 4 – 6 weeks following graduation to the address previously submitted on your Intent to Graduate form.**