



- ☐ **SEPTEMBER 14<sup>TH</sup> – DEADLINE** – Submit **INTENT TO GRADUATE** form to the Graduate School Office ([bwhitset@wakehealth.edu](mailto:bwhitset@wakehealth.edu)).
- ☐ **DECEMBER 5<sup>TH</sup> – DEADLINE:**
  - ☐ Submission of the INTERNSHIP & PROJECT BALLOT to the Graduate School Office ([bwhitset@wakehealth.edu](mailto:bwhitset@wakehealth.edu)).
  - ☐ Payment of the **Graduation Fee**. Your graduation fee of \$100 has been added to your student account and maybe paid through your PeopleSoft Student Account.
- ☐ **NOTE** – The following Actions must be completed prior to the receipt of your diploma, final transcript, or degree verification.
  - ☐ **ACTION – Graduate School Exit Survey** – Please complete the following Exit Survey at <https://www.surveymonkey.com/r/KGGJJVF?sm=gS95qUfHP7P9Hj3XJA%3d%3d>.
  - ☐ **ACTION** – Schedule appointment to take laptop by Academic Computing for cleanup and sign HIPAA Exit form.
  - ☐ **ACTION – Cancel student insurance** or make arrangements for a continuation policy. Angie Adams ([aadams@wakehealth.edu](mailto:aadams@wakehealth.edu)) can assist you with this process. **NOTE:** If you fail to cancel your student health insurance policy you will continue to be charged the monthly premium.
  - ☐ **ACTION** – Schedule an exit survey with Financial Aid if you have student loans – [finaid@wakehealth.edu](mailto:finaid@wakehealth.edu).
- ☐ **HOLDS** - Check student account in PeopleSoft to verify there are no holds on your account. Transcripts and diplomas cannot be released until holds are removed.
- ☐ **DIPLOMAS** may be picked up on December 30<sup>th</sup>. If you wish your diploma mailed please send an email to Beth Whitsett at [bwhitset@wakehealth.edu](mailto:bwhitset@wakehealth.edu).

**ADDITIONAL ITEMS** (*If Applicable*) –

- ☐ Check with your Program/Department Administrative person to make sure all of your school travel has been closed out.
- ☐ Return all keys to the department/program.
- ☐ Return all library materials (for either campus).
- ☐ Request an “Authorization of Release of Medicine Records” from Employee Health to receive copies of your immunization record to take with you.
- ☐ Update your address and contact information: 1) student account in PeopleSoft, 2) Beth Whitsett - [bwhitset@wakehealth.edu](mailto:bwhitset@wakehealth.edu).

**GRADUATION CEREMONIES** –

You will be invited to the **Hooding & Awards Ceremony** and **Commencement** on May 18, and May 20, 2019, respectively. Watch for more information on graduation and the regalia order in early 2018.