□ **SEPTEMBER 14TH – DEADLINE** – Submit **Intent to Graduate** form to the Graduate School Office (bwhitset@wakehealth.edu).

□ **DECEMBER 5TH – DEADLINE:**
  □ Submission of the INTERNSHIP & PROJECT BALLOT to the Graduate School Office (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=gS95qUfH7PVV2P9Hj3XJ%A%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) 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.

□ **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 30th. If you wish your diploma mailed please send an email to Beth Whitsett at 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.

**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.