

## 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/>.
- ☐ **Early March TICKET ORDERS** - Order tickets and parking passes for the **University Commencement** ceremony May 20, 2019 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 18, 2019.
- ☐ **March 11-12 STUDENT THESIS BOOT CAMP** - Details and registration information <https://pdc.wfu.edu/event/12686/>
- ☐ **March 20-21 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 Grad Fair or with the Bookstore.
- ☐ **April 5 FORMAT REVIEW** - Deadline to submit your title page and one chapter electronically to [whitesl@wfu.edu](mailto:whitesl@wfu.edu).
- ☐ **April 12 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](mailto:whitesl@wfu.edu).
- ☐ **April 12 IN ABSENTIA FORM** - Deadline to submit to [whitesl@wfu.edu](mailto: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](mailto: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](mailto: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](mailto:djones@wfu.edu) as well as through online services.
- ☐ **April 24 DEFENSE DEADLINE** - Last day to defend thesis/dissertation to graduate in May.
- ☐ **May 1 COMMENCEMENT TICKETS** - Deadline to place online order for tickets and parking passes for Commencement.

☐ **May 1 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 the Graduate School office. Verify that 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** - Individual links will be sent via email for online submission.

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

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

☐ **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 13–16 REGALIA & TICKET DISTRIBUTION** – Come to the Graduate School office 118 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.**