CHECKLIST FOR MAY GRADUATES
INTERNSHIP/Project/COURSEWORK ONLY

☐ JANUARY 24TH – DEADLINE – Submit Intent to Graduate form to the Graduate School Office (dewolfe@wakehealth.edu).

☐ APRIL 22nd – DEADLINE:
  □ Submission of the INTERNSHIP & PROJECT BALLOT to the Graduate School Office (dewolfe@wakehealth.edu).
  □ Payment of the Graduation Fee. Your graduation fee of $150 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/KGGJLVF?sm=gS95qUfHP7PVV2P9Hj3XJ%3d%3d.

  □ ACTION – Schedule appointment to take laptop by Academic Computing for cleanup and sign HIPAA Exit form (ACLAB_DL@wakehealth.edu).

  □ ACTION – Cancel student insurance or make arrangements for a continuation policy. Student financials (studentfinancials@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 – only if a Federal student loan borrower

  □ Complete Federal online exit counseling at https://studentloans.gov/myDirectLoan/counselingInstructions.action?counselingType=exit. This is required for all graduating Federal loan borrowers.

  □ Schedule an exit counseling meeting with Financial at (finaid@wakehealth.edu) if you would like to discuss loan repayment further.

☐ 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 an email will be sent after Commencement when available for pick up. If you wish your diploma mailed please send an email to Denise Wolfe (dewolfe@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) Denise Wolfe at
GRADUATION CEREMONIES –
You will be invited to the Hooding & Awards Ceremony and Commencement on May 16, and May 18, 2020, respectively. Watch for more information on graduation and the regalia.