

CHECKLIST FOR MAY GRADUATES
COMPLETING A PROJECT

- ☐ **PRESENTATION** - Notify the Graduate School once your presentation has been scheduled (and at least two weeks before the presentation) by sending **the date, time, location, and list of committee members** to tatmanb@wfu.edu. This will allow the Graduate School office to send out your official notification and voting ballot. Verify your committee's chair has submitted the ballot to the Graduate School office within two days of your defense.
- ☐ Check with your department for any specific project requirements.
- ☐ **November 13th PRESENTATION DEADLINE** - Last day to present your project to graduate in December.
- ☐ **December 16th FINAL DEADLINE** for the following items:
 - ☐ **Graduate School Exit Survey** - Individual links will be sent via email for online submission.
 - ☐ **Name Pronunciation** - Complete a phonetic and recorded name pronunciation in Workday for the Hooding and Commencement Ceremony in May. Please see below for instructions:
 1. Access your profile by clicking on your picture in the upper right hand corner and clicking View Profile
 2. Click Actions on the left hand side of the page
 3. Select Change My Name Pronunciation
 4. Click the Microphone Icon to record an audio pronunciation
 5. Click Submit
 - ☐ **Holds** - Check Workday to verify there are no holds on your account. Diplomas cannot be released if there is a hold. Advising Holds for the following semester don't affect graduation and do not need to be removed.
- ☐ **DIPLOMAS** - Electronic diplomas will be emailed to you shortly following graduation. Traditional diplomas will be mailed approximately 4 – 6 weeks following graduation to the address you submitted on your Graduation Application.
- ☐ **GRADUATION** - December graduates will be invited to participate in the Hooding & Commencement Ceremony next May. An invitation will be sent to your personal email address.