CHECKLIST FOR DECEMBER GRADUATES
INTERNSHIP/Project/COURSEWORK ONLY

☐ SEPTEMBER 8TH – DEADLINE – Submit Intent to Graduate form to the Graduate School Office (bwhitset@wakehealth.edu).

☐ DECEMBER 13TH – DEADLINE:
   ☐ Submission of the INTERNSHIP & PROJECT BALLOT to the Graduate School Office (bwhitset@wakehealth.edu).
   ☐ Payment of the Graduation Fee. Your graduation fee of $60 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/KGGj1VF?sm=gS95uUfHP7PVV2P9Hj3XjA%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 19, and May 21, 2018, respectively. Watch for more information on graduation and the regalia order in early 2018.