



- JANUARY 26<sup>TH</sup> – DEADLINE** – Submit **INTENT TO GRADUATE** form to the Graduate School Office ([bwhitset@wakehealth.edu](mailto:bwhitset@wakehealth.edu)).
- MAY 2<sup>ND</sup> – DEADLINE:**
  - Submission of the **INTERNSHIP & PROJECT BALLOT** to the Graduate School Office ([bwhitset@wakehealth.edu](mailto: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/KGGJJVF?sm=gS95qUfHP7PVV2P9Hj3XJA%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](mailto: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](mailto: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 or after May 21<sup>st</sup>. You will be notified when diplomas are available for pickup. If you wish your diploma mailed please send an email to Beth Whitsett at [bwhitset@wakehealth.edu](mailto: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](mailto: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.