□ JANUARY 26TH – DEADLINE – Submit Intent to Graduate form to the Graduate School Office (bwhitset@wakehealth.edu).

□ MAY 2ND – 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/KGJIJVF?sm=gS95qUf1P7PVV2P9Hj3XJ%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 or after May 21st. 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.

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.