



□ **Fall 2018 Graduation Checklist -**

**RETURN COMPLETED GRADUATION CHECKLIST
TO THE OFFICE OF THE REGISTRAR
BY FRIDAY, DECEMBER 7, 2018**

Student Name

Student ID

Student Signature

Date

□ **Please note that ALL students are assessed the Graduation fee \$85 & Class Dues \$275, regardless of whether or not you participate in the commencement ceremony.**

□ **Schedule an Advising Appointment.** Review your degree requirements on Webadvisor and with your advisor

□ **Alumni Demographics & Future Employment Survey - Please fill out the brief survey and provide the confirmation number.** https://wau.az1.qualtrics.com/jfe/form/SV_0dKmFklZn2fuYE5

_____ **Confirmation Number**

□ **Complete the Graduation Satisfaction Survey - Please fill out the brief survey and provide the confirmation number.** https://wau.az1.qualtrics.com/jfe/form/SV_72uaOkKfF2G9oH3

_____ **Confirmation Number**

□ **Obtain Graduation Financial Clearance**

Make sure your financial requirements have been met.

See Student Accounts- Wilkinson Hall Room 428 (SFS) – Traditional Students

See SGPS Business Manager – SGPS Students

(Please note: Balances must be at zero, to receive diploma. Students with a balance must set up a payment plan)

Student Accounts/SGPS Business Manager Approval

□ **Complete Loan Exit Interview**

Students receiving Direct Stafford Loans must complete an Exit Interview at www.studentloans.gov

Students will receive an email with instructions. Students who received a Perkins loan will receive

Exit instructions by email. *(See Student Financial Services for assistance) Direct loans and Perkins loan borrowers must complete exit counseling to receive their diploma.*

SFS Approval

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Diploma Release Card (Blue Card) is available on January 14, 2019.