

□ **Spring 2019 Graduation Checklist -**
RETURN COMPLETED GRADUATION CHECKLIST
TO THE OFFICE OF THE REGISTRAR
BY MONDAY, FEBRUARY 4, 2019

****Note: To participate in the Graduation Ceremony on May 5, 2019, all steps below must be completed.**

 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
- **Obtain Graduation Financial Clearance**
February 4 deadline - *Students with a balance must set up a payment plan.*
 See Student Accounts- Wilkinson Hall Room 428 (SFS) – Traditional Students
 See SGPS Business Manager – SGPS Students.

 Student Accounts/SGPS Business Manager Approval

Note: April 1 deadline– *Student balances must be at zero, to receive diploma and be eligible to participate in commencement on May 5, 2019.*

- **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.*

 Student Financial Services Approval

- **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**

- **Order Your Cap and Gown** <http://colleges.herffjones.com/college/wau/>
 You can order your graduation announcements and Regalia through Herff Jones (Link will be provided on Graduation Central). For more information, contact the University Bookstore (*Cannot be charged to student account*)

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Diploma Release Card (Blue Card) is available the Monday after Commencement for students who have completed all graduation requirements and met all deadlines. *(Not applicable to Summer 2019 commencement participants)*