

□ 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

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

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.*

- **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)*