

Your Graduation Checklist



*Congratulations from the Office of the
Academic Dean*

- ✓ Check with the Director of Student and Graduate Success, Melissa Fischer at mfischer@aiam.edu, well in advance to make sure you are meeting your degree requirements.
- ✓ Complete the Graduation Form and return via the Front Desk or by email attachment to the Academic Dean, Elaine Hiatt at ehiatt@aiam.edu.
- ✓ You will receive information on commencement, as well as any other pertinent information via aiam.edu email. Check your e-mail often!
- ✓ If you are not going to attend the commencement ceremony, you must notify the Director of Student and Graduate Success, Melissa Fischer at mfischer@aiam.edu.
- ✓ Using the Graduation Form (available at www.aiam.edu), notify the Director of Student and Graduate Success, Melissa Fischer at mfischer@aiam.edu or the Academic Dean, Elaine Hiatt at ehiatt@aiam.edu, if you pay off your balance or complete other completion criteria (example, for nursing a late completion of the Live Review or the online Review, if required) **after** the last day of the quarter in which you finish classes.
 - These changes affect when AIAM completes paperwork that allows you to move forward on Board exams and to apply for your license, and it is your responsibility to let AIAM know when you have accomplished any completion criteria, including paying off your balance or otherwise satisfying financial obligations to AIAM, when this occurs after the last day of the quarter in which you complete your classes.
- ✓ If you are receiving direct loans (subsidized or unsubsidized), please remember to complete your exit interview. For information on how to complete this interview, visit this web site: http://www.treasurer.ohio-state.edu/exit_interview/index.html. If you do not do this, you will have a hold on your account that will prevent you from obtaining your diploma.
- ✓ Take care of any **HOLDS** you have on your record. Holds can range from an overdue book, a balance on your student account, to not completing your financial aid exit interview. A hold will prevent you from receiving your diploma. It is important to make sure all holds are clear. Contact Director of Student and Graduate Success, Melissa Fischer at mfischer@aiam.edu, for questions.
- ✓ Turn in your AIAM key card and ID badge.
- ✓ Work closely with your career services office, Director of Student and Graduate Success, Melissa Fischer at mfischer@aiam.edu, for job preparation and assistance.