



Your Graduation Checklist

- Check with the Assistant Director of Education/Student Services, Melissa Fischer at mfischer@aiam.edu, well in advance to make sure you are meeting your degree requirements.
- You will receive information on commencement, as well as any other pertinent information via aiam.edu email. Check your email often! Also note that your aiam.edu email and Office 365 access expires 45 days after graduation, so be sure to print or save elsewhere any important documents you may have saved there.
- 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. See the email from Financial Aid Director Debbie Brewer for information.
- 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 Melissa Fischer at mfischer@aiam.edu, for questions, or Barry Cook in finance at bcook@aiam.edu regarding a financial balance.
- Work closely with your career services office, Melissa Fischer at mfischer@aiam.edu, for job preparation and assistance. For resume and interview help, contact Megan Anderson at manderson@aiam.edu. For Medical Assisting and Phlebotomy, your career services contact is Lakeia Moore at lmoore@aiam.edu.
- Check your Populi to make sure your mailing address is correct- we will automatically mail your tax documents to that address. Check to make sure your personal email is correct, and that you have text messaging enabled so we can contact you after graduation.

Congratulations from the Office of the Academic Dean.