



## 2020 Graduation Clearance Process and Checklist

### *Complete Academic Requirements*

- Complete all Academic Requirements as outlined per the Policy Manual for each program.
- Review Unofficial Transcript via Student Self Service to verify all grades for completed coursework are reflected.
  - **Incomplete and In Progress (Missing) Grades will prevent clearance for graduation**
- Successfully complete, with a passing score, all National Board Exams.
  - **Medical Students-USMLE Step 1, Step 2 CK & CS**
  - **Dental Students-NBDE Part 1 & Part 2**
- Submit all final Academic Documentation
  - **Graduate Students have to deposit their Dissertation or Thesis**

### *Complete System Applications*

- Complete Self Service Graduation (Diploma Card) Application by **Friday, March 13, 2020**.
  - Students who DO NOT anticipate completion in the time allotted to receive a degree dated May 16, 2020 must notify the Office of the Registrar by **Friday, March 13, 2020**. The cost to order a duplicate degree is \$75.00 and will be passed along to the graduate.
  - Diplomas will be disseminated immediately following Commencement. The designated location will be communicated to graduates at Grand Rehearsal.
  - Diplomas, for those who cannot attend Commencement, will not be mailed to P.O. Boxes and business addresses.
- Complete the Graduation Online Survey by **Friday, March 13, 2020**.
  - <https://intranet.mmc.edu/student-services/graduate-survey.html>
- Complete the Institutional Research and Assessment Graduation Online Survey
  - Survey Notification will be emailed to Students

### *Order Regalia*

- Complete the online application for Herff Jones by **Friday, March 20, 2020**.
  - <https://collegegrad.herffjones.com/site/welcome>
  - An email will be sent notifying students when Regalia is ready for pick up. Please respond immediately to allot time for adjustments if needed. We cannot guarantee replacement Regalia, if needed, for those who respond late to the pick-up notice.
  - Regalia must be returned at the designated location immediately following Commencement. The complete unit (gown, hood, and tam) must be returned undamaged. **There is a \$100.00 late fee for late returns, \$500 for lost or damaged Regalia. No exceptions.**

## *Contact Academic Affairs*

- Be sure to look for communication(s) from your Academic Affairs office about internal processes within your designated school that must be completed in order to be cleared at that level.

## *Review Self Service*

- Review your Student Account via Self Service to make sure there are no outstanding obligations owed to Meharry Medical College. If you have a hold, please review the below chart for correct contact information.

Hold Type	Description	Office Responsible	Contact Number
Parking Fines	Outstanding Tickets	Safety and Security	(615)327-6245
Library Fines	Library fines or past due books	MMC Library	(615)327-6318
Housing Fines	Past Due Rent	Housing, Student Financial Services	(615)327-5751
Treasurer's Hold Balance Due	Tuition and Fee related Fines	Student Financial Services	(615)327-6220
Exit Interview	Missing Items from the Exit Interview	Student Financial Services	(615)327-6220
CEDS Hold	Borrowed items not returned to CEDS	Center for Education Development and Support	(615)327-6500
Academic Affairs	Failure to satisfy AA Requirements	Academic Affairs (SOM, SOD , SOGSR)	SOM(615)327-6413 SOD(615)327-6784 SOGSR(615)327-6533
Financial Aid	Financial Aid requirements Not met	Student Financial Aid	(615)327-6826

## *Attend Commencement*

- Commencement Date: **May 16, 2020**
- Commencement Time: 9:00am
- Commencement Location: Opryland U.S.A  
Grand Ole Opry House  
2804 Opryland Drive  
Nashville, TN 37214

Candidates are required to wear Regalia ordered through the College specified for your degree program. If you are unable to attend Commencement you must contact your Academic Affairs office and the Office of the Registrar in writing.

## *Things to Note and to Remember*

- Clearance holds will be placed on account beginning **Monday, March 20, 2020** for those candidates who have outstanding obligations. The hold will only be removed once those obligations have been met.
- Transcript, Licensure forms and certification request will not be released for graduates who fail to meet their financial obligation. All forms can be downloaded online via the Registrar website for alumni. Instructions are listed below:
  - Transcripts
    - Go to [www.mmc.edu](http://www.mmc.edu)
    - Click on Student Affairs
    - Click on Registrar Office
    - Scroll down to Student and Alumni Requests
    - Click on the link for Online Transcript Request (Alumni Only)
    - Complete the form and submit
  - Enrollment Certification (Licensures)
    - Go to [www.mmc.edu](http://www.mmc.edu)
    - Click on Student Affairs
    - Click on Registrar Office
    - Scroll down to Student and Alumni Requests
    - Click on the link for Online Transcript Request (Alumni Only)
    - Complete the form and submit

## *Contact Information*

- Location: **Cal Turner Building, 1<sup>st</sup> Floor**
- Email: **recordsdepartment@mmc.edu**

**Miacia Porter, MBA**

Registrar

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Associate Registrar

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