

Meharry Medical College Office of the Registrar



Congratulations to the Class of 2022. We are so very proud of you!!!!

Soon, you will be associated with the thousands of other prestigious graduates of the incomparable Meharry Medical College. To ensure that the transition from student to alumnus/alumnae is smooth, we have prepared this comprehensive communication to help you navigate the Graduation Clearance Process. This email may be lengthy in detail, but our goal is to ensure you are well informed of all the matters that need to be completed prior to graduation. Please take time to read this in its entirety.

ACADEMIC REQUIREMENTS

Grades

Please access your unofficial transcript in Banner Student Self-Service to be sure all grades for completed coursework are reflected. Incomplete and In Progress and/or missing grades will prevent clearance from the College.

Other Academic Requirements

- A Passing score is required on all National Board Exams for Medical and Dental Students.
 - Medical Students – USMLE Step 1, Step 2 CS
 - Dental Students – NBDE Part 1 & 2
- Graduate Students have to deposit their Dissertation or Thesis.

**Academic Affairs will verify completion of these requirements.*

Complete Systems Applications Online Surveys

- Complete Self Service Graduation (Diploma Card) Application by **Friday, February 25, 2022 via Banner Self Service.**
 - Students who **DO NOT** anticipate completion in the time allotted to receive a degree dated May 21, 2022 must notify the Office of the Registrar by **Friday, March 25, 2022**. The cost to order a duplicate degree is \$75.00 and will be the responsibility of the graduate.
 - Diplomas, for those who cannot attend Commencement, will **NOT** be mailed to P.O. Box and business addresses.

- Complete the Office of the Registrar's Graduation Online Survey by **Friday, March 18, 2022.**
 - <https://intranet.mmc.edu/student-services/graduate-survey.html>
 - Diplomas will be mailed to the address you list on your application. Please do not list an address that you **Do Not** plan to reside at after May 21, 2022.
- Complete the Institutional Research and Assessment Graduation Online Survey by **Friday, February 18, 2022. [Click Here.](#)**
- Complete the Graduation Exit for the Alumni Affairs Office by **Friday, February 18, 2022.**
 - Stop by the Alumni Affairs Office, located in the LRC Building, Suite 622, between the hours of 9am to 3pm.

SATISFY ALL FINANCIAL OBLIGATIONS

- Pay all outstanding financial obligations, including tuition payments, housing payments, parking and library fees.
 - Outstanding indebtedness to the Institution must be fully satisfied prior to **Monday, May 2, 2022.**
- Complete the Financial Aid Exit Interview by **Tuesday, February 1, 2022. [Click Here.](#)**
 - Meharry Medical College's graduates are required, by federal law, to complete a student loan exit interview if federal loans were received during their enrollment period before separating from the institution.
 - Your official last day of attendance at Meharry is scheduled for May 2022. Your first loan payment* is slated to begin between July and December 2022 (Be sure to connect with your lender/servicer for further repayment, deferment or forbearance options) *6-month grace period for unsubsidized loans. Grad PLUS loans may have only a 60-day grace period.
- Complete the Treasury Management Exit Interview (formally Student Financial Services) starting **Friday, February 18, 2022.**
 - If a campus-based loan: Federal Perkins, Eloesser, Primary Care Loan (PCL), Loans for Disadvantaged Students (LDS) or Health Professions Student Loan (HPSL), is included in your loan portfolio, you have to complete this exit interview.
 - To complete this Exit interview for Campus Based please contact Ms. Florence Adom 615-327 (6052) or Ms. Rhoda Summers (6931).

Commencement

Ceremony Date: May 21, 2022

Time: 9:00am

Location: Opryland U.S.A.
 Grand Ole Opry
 2804 Opryland Drive
 Nashville, TN 37214

Regalia Orders

Candidates for graduation are required to wear the regalia ordered through the College specified for their degree. If you are unable to attend Commencement you must contact Academic Affairs and the Registrar's Office, in writing.

Complete the online application for Herff Jones by **Friday, February 25, 2022.**

<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 after Commencement. The complete unit (gown, hood, and tam) must be returned undamaged. There is a \$100 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.

Clearance Holds

Beginning **February 14, 2022** holds will be placed on the accounts of candidates who have outstanding obligations to key offices on campus. The hold will be removed after your outstanding obligation has been satisfied. Candidates are encouraged to closely monitor Student Self-Service and to contact the responsible office with questions regarding any hold(s) on your account.

Hold Type	Description	Office Responsible	Contact Number
Parking Fines	Outstanding Tickets	Safety and Security	(615) 327-6254
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) 327-6859
Exit Interview	Missing Items from the Exit Interview	Student Financial Services	(615) 327-6931 (615) 327-6052
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 SOGRS (615) 327-6533
Financial Aid	Financial Aid requirements not met	Student Financial Aid	(615) 327-6826

Things to Note and to Remember

Please note, failure to complete any of the mandatory tasks will significantly delay the clearance process, including receiving your diploma in a timely manner. Should you have any questions, please feel free to contact the Office of the Registrar, by email. We have also provided a contact chart for you below:

Requests relative to transcripts, licensure forms and certifications will not be released for graduates who fail to meet their financial agreements with the college. All forms can be downloaded online via the Registrar's website for alumni. Instructions are listed below:

- Transcripts
 - Go to 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
 - 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, 1st Floor**

☐ Email: **recordsdepartment@mmc.edu**

JOCELYN CORDELL
Associate Registrar
VA Certifying Official
615-327-6467
jcordell@mmc.edu

SONYA MORELAND
Records Coordinator
615-327-6447
smoreland@mmc.edu