University of Iowa Carver College of Medicine
M4 Spring and Graduation Checklist
Class of 2018

Due Date	Task or Event
ASAP	Make hotel reservations for your guests for graduation weekend.
Mid-February	Complete the AAMC Graduation Questionnaire. You will receive a unique, private link from AAMC. This survey provides very important feedback on your UI medical education.
Wednesday February 21	If participating in the NRMP match, complete and certify your Rank Order List with NRMP at www.nrmp.org by 8:00 p.m. CST. No exceptions!
Friday February 23	Degree applications due. Log into MyUI (myui.uiowa.edu), select Degree Application, under Student Information. Select Application Session – Spring 2018, complete application.
March 1	Order your commencement apparel at the IMU Bookstore. The cost to purchase the cap and gown is $40. You will be billed $33 for the hood, which you will receive during the commencement ceremony. Collegiate and Community Relations is providing tassels and zipper pulls for all graduates.
Monday March 12	M4 class meeting about Match/Commencement at 9:30 am in 1110 MERF. Vote on your class Physician's Oath and other matters.
Friday March 16	Match Day! Invite your family and friends. Match envelopes will be distributed at 11:00 am. If you will be gone on Match Day and would like us to give your envelope to someone else, please provide the information and authorization to Annette Griffin in advance. Celebration details to be determined.
March 19 to May 11	Schedule a Financial Services exit interview with Linda Bissell or Chris Roling in OSAC. Exit interviews take approximately 45 minutes. Your spouse, partner, or significant other is invited to attend. Personalized loan repayment options and debt management strategies will be discussed. Call Linda Birkhofer for an appointment, 335-8059. While exit interviews are optional, graduates in the past have found them very helpful and about 85% of student with debt have participated.
March 19 to May 11	You are **required** to complete online exit counseling with Direct Loan Servicing, as well, before graduation. A post card with more information will be sent to you before graduation. Go to https://studentloans.gov/myDirectLoan/index.action to complete this exit interview for your direct loans between late March and early May. Failure to do this will delay transcript requests from being processed.
March 19 to May 11	If you have campus-based student loans (Perkins, Primary Care Loans, or College of Medicine loans), these will be serviced by an outside agency, ECSI of Pennsylvania. If you have any of the loan types listed above, you will be **required** to complete an online exit interview with ECSI (https://www.heartlandecsi.com/). Notice regarding the required online exit interview process will be sent to you directly by ECSI closer to graduation. Failure to complete this exit interview will delay transcript requests from being processed.
March - April	If desired, you may purchase personalized graduation announcements from Jostens http://www.jostens.com/college/college-graduation-announcements.html.
March - May	If you receive a letter of appointment/contract from your residency program, sign and return it promptly. Forms requiring enrollment verification, photo requests, etc. should be taken to Annette Griffin as soon as you receive them to avoid the need for overnight mail, etc. FYI, Annette, Marcia Hopp, and Matt Edwards are Notaries Public.
March - May	Find out what the start date is for the health insurance policy at your residency. If you currently have a UI student insurance policy, your policy will terminate at the end of May ("the month in which you graduate or cease to be registered for classes"). You have the option of continuing coverage for up to 12 months if you complete the paperwork within 45 days of graduation or leaving the university (details at the Benefits Office, 335-2623, http://hr.uiowa.edu/benefits/student).

Early April	Watch for an email from Annette Griffin giving you the opportunity to proofread the information that will appear in the graduation program (your name, hometown, previous degrees (not majors), match results, awards). Provide Annette with any corrections ASAP.
May 1	Healthcare mail accounts will be closed as early as June 1. Be sure to download items you may want to keep prior to this date.
May 7	Pick up your 11" x 14" copy of the Class of 2018 composite picture and Physician's Oath from Annette Griffin. Please do not leave town without these nice mementos.
May 7	Clean out your locker and notify Brittney Steapp of the number of the locker you are vacating.
May 7	Return your pager to Brittney Steapp by August 1 to receive a credit for the pager deposit.
May 9	Distinction Track Recognition Ceremony. Additional information will be provided at a later date.
Friday May 11 2:00 pm	Attend the Carver College of Medicine's graduation reception from 2:00 - 4:00 p.m. in the MERF Atrium. Family and friends are invited. Menu will be heavy hors d'oeuvres. The large, framed class composite picture will be on display and the Match Day power point will be playing. Give your family and friends a tour of MERF.
Friday May 11 6:30 pm (All graduates must arrive by 6:00 p.m.)	Graduation at Hancher Auditorium. Doors open at 5:30 p.m. Tickets are required and no reserved seating. Each student will receive 10 tickets, which will be distributed later this semester. Contact Annette Griffin if you have any guests who need seating accommodations. Diplomas will be in alphabetical order and graduates sit in order. Be sure to let Annette know if you will not be attending the graduation ceremony.
FYI	Degrees will not post on transcript until 3 – 4 weeks following commencement. When ordering a transcripts, change the NOW dropdown to AFTER DEGREE POSTED.
FYI	There will be a signed and University-sealed copy of your diploma under the original in the diploma cover that you receive on stage. You may need to provide that copy to your residency program. Additional sealed copies may be obtained from Annette Griffin. We suggest that you make copies of your diploma before framing it as you will need copies for licensure applications throughout your career. A copy of your diploma will be kept on file in OSAC.
FYI	Your correct name is now Jane Doe, M.D. or Dr. Jane Doe but not Dr. Jane Doe, M.D. (use one or the other but never both).
FYI	E-mail Annette Griffin with your new email address.
Donate	Consider donating items such as: cap and gown to OSAC to be passed on to a graduate for next year; used texts and board review books to the Medical Student Counseling Center, 1240 MERF; unwanted furniture in good condition to the Furniture Project http://www.iowacityrestore.com/furniture-project.
UI CCOM Alumni	Stay connected to your classmates and actively involved in the life of the college, by regularly visiting https://medicine.uiowa.edu/alumni/. Please consider updating your contact information online, as well.

Questions? Please contact Matt Edwards, 335-8046, matthew-c-edwards@uiowa.edu