2016 GRADUATION CHECKLIST
PhD Candidates

Academic Requirements

☐ Graduation requirements: Contact your program’s Student Services administrator.

Axess

☐ Apply to graduate in Axess by April 8, 2016, at 5:00 PM
  - Select "Apply to Graduate" from the drop down menu on the Student Center Academics tab and complete the entire application to graduate process.
  - Late applications can be submitted before 5:00 PM on June 1, 2016. You will incur a $50 late filing fee, and your diploma is not guaranteed to be available at the Stanford Medicine ceremony. Applications will not be accepted after the late filing deadline.
  - Select how you wish to receive your diploma: at the ceremony, pick-up at the Student Services Center, or by mail (for a fee).

☐ Update your home address.
☐ Check the “Holds” list. Diplomas will not be distributed if you have a hold.

Diplomas

Stanford Medicine’s Diploma Ceremony is on Saturday, June 11, but your degree conferral date is Sunday, June 12.

☐ Your name as it appears on your diploma will be identical to your primary name of record in Stanford University’s educational records. Changes to diploma names can be made by submitting the “Diploma Name Form” found on the Registrar’s web site: https://registrar.stanford.edu/students/diplomas/how-your-name-appears-diploma

☐ If you elected to pick-up your diploma, it will be available on Sunday, June 12, from noon – 4:00 PM at the Student Services Center in Tressider Memorial Union.

☐ You can change your distribution choice, via Axess, up until two weeks before degree conferral. After this deadline has past, you must complete a Diploma Distribution form to change your distribution option.

Miscellaneous

US Postal Services

☐ Notify the U.S. Postal Service of your new mailing address.

Hospital Photo ID

☐ Turn in your Medical Center photo ID Badge at the Hospital Security Office (basement level).

Commencement Ceremonies & Events

Stanford Medicine Commencement
  - Brunch: Saturday, June 11, 2016, 10:30 AM – 12:00 PM, Dean’s Lawn
  - Diploma Ceremony: Saturday, June 11, 2016 from 1:00 PM – 3:00 PM, Alumni Green/LKSC

For complete information visit: http://med.stanford.edu/md/student-life/events/commencement.html
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☐ Registration is required. Graduates are restricted to nine additional guests for the brunch. Submit the online registration form by Friday, May 13, 2016, if you are participating in the brunch, ceremony or both. http://tinyurl.com/rsvp-somcommencement2016

☐ Identify a Stanford faculty member to place your hood during the ceremony. Please remind them to order faculty regalia to participate in the ceremony.

☐ Walkthrough applicants: If your degree is not being conferred in June 2016, you may be considered for active participation in the Commencement ceremonies by completing the Stanford Medicine Commencement Walkthrough Petition Form. Submit completed petitions to Tania Perry (tania@stanford.edu or MSOB, 3rd Floor, x3C19 (Mailcode: 5404)

☐ If you have further questions, contact:
  o Tania Perry 650-725-3777  tanicia@stanford.edu
  o Dr. Mijiza Sanchez 650-497-9594  mijizamsanchez@stanford.edu

Please note: Bioengineering and Biology Programs hold separate Diploma Ceremonies. You will receive your diploma from your program. Please contact your program’s Student Services administrator.

Stanford University Commencement (optional, but highly recommended)
  • Ceremony: Sunday, June 12, 2016, 9:30 AM – 12:00 PM, Stanford Stadium

   More Info: https://commencement.stanford.edu/events/commencement

Ordering Caps, Gowns & Graduation Announcements
Academic regalia is required to be worn to participate in the diploma ceremony. You may rent or purchase your cap/gown online from the Stanford Bookstore.

☐ Order online by Friday, May 6.

What to order? When to pick up?

Minimum order: The Graduation Package Basic Doctor ($96.00) includes the official doctoral graduation rental gown, rental hood (blue for PhD candidates), tam (8-sided cap), and Class of 2016 tassel. The tam and tassel are yours to keep. Please provide your height and area of study in the Comment Field at checkout.

Orders will be available for pick up at the Stanford Bookstore (main campus), Lower Level, beginning June 3, 2016. Please open your package and confirm that your order is complete before you leave the Bookstore. Rental gowns and hoods should be returned to the LKSC Med Bookstore after Commencement.

Dual Degrees
If you are receiving two Stanford Medicine degrees (e.g. MD and PhD), you should order two hoods. You will sit with the MD graduates and will be called up (and hooded) twice.
If you currently have an advanced degree, you should order an additional hood for that degree. You will wear this hood during the ceremony. The hood representing the degree you are being recognized for during the ceremony will be placed on top of it.

Please contact the Stanford Bookstore with questions at (650) 329-1217, ext. 348.

**REMINDER!!** Double-check your package when you pick up your regalia to ensure your order is complete and accurate.