

# USM Career Services & Professional Life Development Destination Graduation - Graduation Checklist

May 2009 Graduates

File Application for Degree (April 1st is deadline for name to appear in the Commencement Booklet) Application is available on Registrar's website [www.usm.maine.edu/~reg/commence.html](http://www.usm.maine.edu/~reg/commence.html) It can be turned into the **Registrar's Office** in Gorham and Lewiston-Auburn or the **Advising Services Office** in Portland.

Visit Career Services & Professional Life Development: Graduation & Beyond  
[http://www.usm.maine.edu/careers/STUDENTS/GraduatingStudents/graduating\\_students.htm](http://www.usm.maine.edu/careers/STUDENTS/GraduatingStudents/graduating_students.htm)

Sign up for the Career Services Listserve to receive important information on events and services. Go to [http://usm.maine.edu/computing/resources/lists/public\\_lists.jsp](http://usm.maine.edu/computing/resources/lists/public_lists.jsp) and select the CAREERS-INFO listserv. Hit the "subscribe" button. You will be prompted for your information to begin receiving emails about the office.

Join the USM Career Services Facebook Group to stay abreast of Career activities. From your Facebook page, search using **USM Career Services** to find us.

All graduating students who have Federal Student Loans must complete an exit interview before transcripts and diplomas will be released. Please note that an exit interview letter with instructions and/or materials will be mailed out in early April. Exit Interviews will be completed via the Internet at [www.usm.maine.edu/bus/studentloans.html](http://www.usm.maine.edu/bus/studentloans.html) for Stafford Loans and [www.mycampusloan.com](http://www.mycampusloan.com) for Perkins Loans. For personal interviews or FMI call 780-5128.

Make sure all library fines, parking fees are paid. Your diploma will not be sent until ALL outstanding fees are settled.

Get a free copy of your Immunization Record from University Health Services.

Contact the Alumni Office by calling (207) 780-4110 or e-mailing: [alum@usm.maine.edu](mailto:alum@usm.maine.edu) for information on Alumni benefits. <http://www.usm.maine.edu/alumni/>

Pick up Cap and Gown in bookstore two weeks prior to Commencement. Cost for undergraduate regalia is \$20 and cost for graduate regalia is \$35. Commencement announcements are also available for a modest cost.

Commencement: 9AM to noon on May 16th at Cumberland County Civic Center. Tickets are not necessary but family and friends are advised to arrive early to ensure good seating.

Create a new email account if you previously had a USM one (it will be discontinued within one month after graduation).

Consider purchasing [Certificates of Appreciation](#) from the Career Services office to thank people who have been supportive in your degree seeking efforts. **(\$5 per certificate)**



UNIVERSITY OF  
SOUTHERN MAINE

P.O. Box 9300 • Portland, ME 04104-9300 • (207) 780-4220 • FAX (207) 780-4534  
7 College Ave. • Gorham, ME 04038 • (207) 780-5330 • FAX (207) 780-5304  
[www.usm.maine.edu/careers](http://www.usm.maine.edu/careers) • TTT (207) 780-5646