HOWARD UNIVERSITY
COLLEGE OF PHARMACY

February 11, 2013

MEMORANDUM

TO: **Pharm.D. Class of 2013**

FROM: Dr. Anthony K. Wutoh.
Dean

SUBJECT: **Graduation Information**

You are provided with the following information for your use. *Please read it carefully and implement your obligations in a timely manner to avoid delaying your graduation*. Only candidates with **official** University clearance by both the Office of the Dean and the Office of Student Financial Services will be approved for graduation.

Exit Interview: College of Pharmacy

Please complete the electronic Exit Interview Survey by April 24, 2013. You are also required to have an exit interview with Dr. Anthony K. Wutoh, Dean, College of Pharmacy. Interview times for students are scheduled as follows (based on last names on record):

Tuesday, April 30, 2013

A, B, C & D	10:00 a.m. 11:50 a.m.
E, F, G, H & J	11:00 a.m. - 11:50 a.m.
K, L & M	1:00 p.m. - 1:50 p.m.
N, O, P & R	2:00 p.m. 2:50 p.m.
S T, V & W	3:00 p.m. - 3:50 p.m.

National and State Board of Pharmacy Licensure Examination

It is the student=s responsibility to obtain and complete the application for taking

the National Board of Pharmacy Licensure Examination in the state of his/her choice. After you have completed the application form, bring it to Mr. Rajan Ninan, Office of the Dean. Certification of your completion of the Pharm.D. program requirements and the hours of professional practice experience earned will be completed and available for pick up on May 11, 2013. The completed application must be submitted by the applicant to the designated Board with the examination fee. The College of Pharmacy has scheduled a **compulsory** Board Review for **all** graduating seniors on February 22, 2013 in CCH, Room 207.

Financial Clearance and Exit Interviews: University

[1]To obtain financial clearance, you must adhere to the following:

a. Payment of the $100.00 graduation fee. **Personal checks are not acceptable**.

b. Recipients of University Emergency Loans must clear the Student Loan Office by April 12, 2013. **Personal checks are not acceptable**.

c. Recipients of Perkins, Health Professional Loans, Loans for Disadvantaged Students, Nursing, and/or Long Term University Loans are required to have an exit interview with the Student Loan Office by April 12, 2013. Contact the Student Loan Office for an appointment at (202) 806-2570.

d. Students with Direct Student Loans may conduct their Direct Loan exit interview via the web at www.dl.ed.gov. You must have your Department of Education Pin Number to access your account. If you experience problems, you must contact the Direct Loan office at (202) 806-2570 by April 12, 2013.

e. Library fines or lost book(s) charges must be satisfied at **Founder=s Library** or any branch library by April 12, 2013. *Regardless, all students are required to obtain Library clearance*.

f. All outstanding obligations for tuition, room, meals and related fees must be satisfied in the Student Accounts Office by April 12, 2013. **Personal checks are not acceptable**.

g. Recipients of Stafford (GSL) or non-subsidized Stafford Loans are required to have a financial aid clearance exit interview. Contact the Office of Financial Aid and Student Employment for an appointment at (202) 806-2820. (Note: This is not the same as the Student Loan Office).

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[1]It is your responsibility to clear each of the above offices before your name can be submitted to the College of Pharmacy as being financially clear. If you have any additional questions regarding your student account, please call (202) 806-2600/2610

Graduation Invitations

Invitations for the commencement can be purchased from the Howard University Bookstore.

Order & Purchase of Academic Costumes

All graduate academic costumes are acquired at the Howard University Bookstore (the "HUB"). Each candidate must complete all academic and financial requirements and obtain clearance slips before academic costumes. Candidates may receive further instruction via the HUB Graduation Center (hyperlink). In addition, please be advised that beginning February 12, graduation candidates may order their academic costumes and buy their commencement accessories from the Howard University Bookstore and online at www.bookstore.howard.edu.

Procurement of Academic Costumes (cap, gown and hood) & Graduation Pictures

Only **after** you have obtained academic, financial, library, and locker clearances are you do proceed to Mr. Ninan on Tuesday, May 7 and secure a Graduation Clearance Slip. Take this slip to Howard University Bookstore - The AHUB@ to purchase the Academic Costumes. On **Tuesday, May 7, from 2:00 p.m. to 5:00 p.m.** you should proceed to the College of Pharmacy (Student's Lounge) to have your picture taken for Class Picture.

Please direct **all** questions regarding procurement of Academic Consumes to the Howard University Bookstore Graduation Center.

Oath and Awards Ceremony & Reception

The 2013 Awards and Oath Ceremony will be held on Thursday, May 9, 2013 from 9:00 a.m. - 12:30 p.m. at the Blackburn Ballroom. You are required to wear your academic costume. A Reception will immediately follow the ceremony. The graduating class will line up in alphabetical order led by the Class Advisor **(Dr. Pradeep Karla)** and Class President **(Ms. Adebola Adesoye)**. Further information will follow.

Conferring of Degrees (Commencement Exercises)

Degree candidates must report wearing their academic costumes (the hoods must be brought but not worn) to Greene Stadium no later than 7:45 a.m. on Saturday, May 11, 2013 for procession to the staging area. The procession will begin at 9:00 a.m. sharp. (In the event of inclement weather, degree candidates will assemble in Burr Gymnasium, with no academic procession.)

A rehearsal of the procedures involved in conferring degrees will be held in Cramton Auditorium on Tuesday, May 8th at 10:30 a.m. All degree candidates and your Marshal (**Dr. Pradeep Karla**) and Assistant Marshal (**Ms. Adebola Adesoye**) are required to attend.

Post Graduation Reception

Commencement Exercises will conclude at about twelve noon on Saturday, May 11, 2013. Thereafter, immediately proceed to the Outside Plaza - (end nearest 4th street) above the Undergraduate Library for the reception.