

## Class of 2023 Graduation Checklist

The following is an expansion of the UNM SOM Class of 2023 Phase III Handbook – Appendix F: Graduation Checklist.

Please check your [OMSA Class Page](#) for the most current version available.

### SPRING GRADUATION AND FINAL DOCUMENT TIMELINE

May 12, 2023	Medical School Convocation Ceremony (see the <a href="#">Convocation page</a> under OMSA Events for more information)
May 13, 2023	UNM Official Spring Graduation Date (date of record)
2-3 weeks after convocation (beginning June 5 <sup>th</sup> )	Degrees certified, officially awarded and posted to final transcript.
4-6 weeks after convocation	Graduates verified in NBME.
3-5 weeks after convocation	Printer mails diplomas directly to students using the forwarding address in the UNM Banner system (Loboweb) as of the first week in May. <b>Student information must be updated by May 6<sup>th</sup>, 2023.</b>
July-August	OMSA receives digital copies of diplomas for future verification needs.

#### AAMC QUESTIONNAIRE

- If you have not already done so, please consider completing the 2022 AAMC Graduation Questionnaire (GQ). Emails have been sent from the AAMC with your individual links. If you need the email resent, please contact [GQ@aamc.org](mailto:GQ@aamc.org). Please upload a screenshot of your completion page [HERE](#). The final participant raffle will take place the week of Convocation.

#### GRADUATION CEREMONY PREPARATION

- **RSVP on time!**
- **Verify your name spelling in Loboweb – this is how it will appear on your diploma.**
  - *Per the Office of the Registrar:* Your diploma name must match your name on record. You are allowed to expand initials or collapse first/middle names to initials, add suffixes and accent marks. You are also allowed to include any name you held at UNM previously. You are not allowed to include a name that has never been on record at UNM. To add a name to your record, you must complete the [Demographic Change Form](#) and submit the required identification.
- **Update your forwarding address via Loboweb by May 31st** to ensure your diploma is delivered to the correct address. UNM will provide address in the system at the time of graduation to the printer who will mail diplomas directly. **OMSA cannot assist with misdirected diplomas due to an incorrect forwarding address.**
- There is no special paperwork needed to walk in the MD Convocation Ceremony – only your RSVP.

**ORDER GRADUATION REGALIA**

- **Order your regalia as early as possible.**
- Visit the [UNM Bookstore Graduation Page](#) to order your regalia. **You can also visit the Medical/Legal Bookstore in Domenici Center and ask for assistance ordering MD regalia.**
  - UNM Doctorate Gown
  - Black Tam (hat)
  - UNM Doctorate Tassel (“Old Gold” color)
  - UNM Medical/Legal Doctor Hood (Medicine – Green)

**STUDENT LOAN BORROWER EXIT COUNSELING**

- The SOM Financial Aid Office conducts group meetings to advise borrowers of their rights and responsibilities and to provide information about numerous repayment plan options. Sessions will begin in April and students will be informed of the dates via email.

**ACADEMIC FILE**

- **Review your academic file by checking your MDWeb grades.** Do *not* review transcripts for missing grades. Transcripts are individually combed through before being finalized.
- All course evaluations must be received by OMSA prior to graduation. If you find missing Phase III grades *in MDWeb* that are older than 4 weeks (**not including MNM & CAC**) you can contact your faculty evaluator for that block and ask that they please submit your grade to OMSA – *especially if it was an away rotation.*

**HOLDS**

- Make sure all holds, financial or otherwise, are removed from your UNM records and accounts. The registration hold will be removed once you graduate.

**EMAIL ACCOUNTS**

- **Make sure you have saved anything important from your HSC salud accounts.** Do this now, because you will be very busy soon! If you are leaving UNM/UNMH, ***your access will unconditionally end 180 days following your last active term/graduation.*** We cannot undo this, nor can we extend this time. It took a lot of convincing to allow access beyond graduation.
- We have previously requested secondary, non-institutional email (i.e. gmail, yahoo) for graduation-related information - especially if you graduated in December. If you did not RSVP on the Convocation Survey, OMSA may reach out for a secondary email.
- ***Powerchart/Cerner access for students leaving the UNM system will end with your graduation term. If required to complete a project, please have the coordinating department send a request for access, along with a copy of student's badge (both sides), brief description of why access is required, expected end date of project, and student's contact information (salud email address and phone number) via FAX to 272-3305.***

**LIBRARY**

- Return all books and materials to the Health Sciences Center Library.

**LOCKERS**

- Remove personal belongings from main hospital and Pavilion lockers by April 1<sup>st</sup> (or immediately following your last rotation) and notify OMSA. Any remaining content will be removed and combinations changed. *(There were not many available or assigned in the current academic year).*

**BADGES**

- Return your HSC/SOM photo ID badge to the UNM Security Badging Office. *If you matched to a residency at UNMH, you can turn in your student ID badge when you are issued your new Resident ID badge.*
- Please see section regarding email accounts if you will still require departmental access to Powerchart to complete any projects.

**TRANSCRIPTS**

- ***Final transcripts are not immediately available. The University of New Mexico Office of the Registrar begins the process of conferring degrees 2-3 weeks after Main campus finals and graduation on May 13th - this year beginning June 5<sup>th</sup>. Please note that this is normal, and neither OMSA nor the School of Medicine can hasten this process.***
- Most of your new residency programs require **official** copies of final transcripts as part of your onboarding, and you will need to order these via Parchment through the [UNM Office of the Registrar](#). OMSA can only run **unofficial transcripts**.
- A digital, PDF option is available.
- When completing the request, please enter contact information for the requesting board or institution. ***Please DO NOT direct official transcripts to OMSA.***
- **There is an option to have your request held until final grades and degree post – do this to avoid having to repay for a new transcript.**

**DIPLOMAS**

- Make sure your forwarding address is correct *(see above under Graduation Ceremony Preparation).*
- ***Diplomas are not immediately available. Official diplomas are printed by a third party and mailed directly to the address on file for graduates in July, approximately 6-8 weeks after convocation. Please contact the Office of the Registrar for concerns about missing or damaged diplomas (rare) after July 31<sup>st</sup>.***
- You may have the option to purchase a certified digital version of your diploma from the printer, however some institutions will still require that a certified copy be sent directly from OMSA. Digital copies of your diplomas will be kept on permanent file in OMSA beginning in August.
- If there are questions regarding diplomas or transcripts, students should contact the Office of the Registrar at (505) 277-8900 or by email at [degrees@unm.edu](mailto:degrees@unm.edu).

## ☐ EDUCATION VERIFICATIONS

- *If your new residency requires verification of your medical degree, please forward to OMSA as soon as possible so we can have them ready to send.*
- **“Intent to Graduate” letters are available as needed for some programs, or for establishing housing, childcare, or insurance.**
- On the Monday following convocation, “Graduation Verification” letters will be available that can sometimes serve as placeholders until your final transcripts and/or diplomas are ready. Any verification requests that need to be submitted after the official date of graduation will also be sent on this day.
- Some state medical boards, such as California, now utilize a direct document uploading system that allows OMSA to provide acceptable *unofficial* transcripts (subject to change). Please check with your onboarding institution.
- Education verifications may be required at additional points throughout your career. **OMSA verifies your Doctor of Medicine (MD) degree only.** Contact your Graduate Medical Office or equivalent regarding any post-graduate work (i.e. residency, fellowships, and certificates).

## ☐ ADDITIONAL RESIDENCY PREPARATION

- **USMLE Score Reports** – The UNM SOM does not receive individual score reports for students. Your student numerical or pass/fail score was originally reported to OMSA as a bulk data set. Institutions requesting this information are generally seeking your [USMLE Transcript](#) reported directly to them. For this you will need to place an order via the [FSMB transcripts page](#) and direct them to the appropriate medical licensing authority.
- **USMLE Step 3** – For students eager to get Step 3 out of the way, please note that **your MD degree must officially post** before you can register to take the exam. This is a requirement during your first year of residency, and so your new departments will have more information about this for you. *No offices under the UME umbrella, including OMSA and ACP, handle any aspect of Step 3.*
- **CPR REQUIREMENTS** – Many of you will need to obtain Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), and Neonatal Resuscitation Program (NRP) certifications. Please be aware that UNM offers the **ASHI** certified ACLS trainings. Many of your institutions require **AHA** certifications, and you will need to seek this at an outside facility. Interns working at UNM will receive their ACLS certifications through the BATCAVE during the summer. Students are responsible for scheduling these trainings themselves. If required, your new residency department should have information regarding the NRP. UNMH staff who require the NRP will register with their Unit Based Educator.
- **Probably not required, but useful:** If you are moving *outside of New Mexico* to a state that is a part of the [Interstate Medical Licensure Compact](#) (IMLC), consider utilizing the [Federation Credentials Verification Service](#) (FCVS) of the [Federation of State Medical Boards](#) (FSMB)... *\*whew\**... For a base fee, you can establish a repository of your core credentials, including transcripts, diplomas, scores, and certifications, and add to it as your career progresses. Then you can simply pay a fee to forward your physician profile as needed in the future. This system seems to have been very useful at reducing time burdens on Alumni and their associated staff with a “one and done” approach. This profile can also be useful if seeking to practice abroad and needing to create an [ECFMG](#) profile.

**WEBSITES**

- [UNM Office of Medical Student Affairs](#) (OMSA)
- [UNM Office of the Registrar](#)
- [UNM Graduate Medical Education Office](#) (GME) – *for UNM residents*
- [Association of American Medical Colleges](#) (AAMC)
- [Electronic Residency Application Service](#) (ERAS)
- [ERAS Fellowship Documents Office](#) (EFDO)
- [Federation of State Medical Boards](#) (FSMB)
- [Federation Credentials Verification Service](#) (FCVS)

**KEEP IN TOUCH!**

- Keep contact information for OMSA

MAILING ADDRESS:

**Office of Medical Student Affairs  
MSC08 4700  
1 University of New Mexico  
Albuquerque, NM 87131**

EMAIL: [HSC-OMSA@salud.unm.edu](mailto:HSC-OMSA@salud.unm.edu)

PHONE: (505) 272-3414

- **Be sure to always keep the Alumni Office, updated with your current contact information!**
- ***Please consider starting your legacy by sponsoring a new medical student's first White Coat! Join the White Coat Campaign now through June 1<sup>st</sup>.***

**Please keep an eye out for all OMSA, UME, OOE and Alumni communications!**