

Graduation checklist

1. Fees and Fines
 - Students must ensure that all outstanding fees and fines have been paid before Convocation in order for a diploma and transcript to be released.
 - Remember, it is your responsibility to make sure all fees and fines have been paid.
 - View your account summary on Minerva by accessing Student menu -> Student Accounts menu.
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2. Correct a hold on your diploma/transcript
 - To find out if there is a hold on your account, check your status on Minerva and access the Student menu -> Registration menu -> View Holds. Note that any outstanding amount of \$30 or more owing to the Library will block the release of diplomas and transcripts.

To remove a hold, contact the appropriate administrator:

Outstanding tuition fees and loans

Carol Pisimisis
514-398-3902

Outstanding library fees

Loans desk
514-398-4701

Missing documents

Contact [Service Point](#) immediately

3. Verify your name
 - You should verify your name on Minerva prior to graduating. You can add accents, hyphens or change the case(upper/lower) on the Name Change form.
 - If you need to change your name, you must submit a request with supporting documents to [Service Point](#). **This must be done by Friday, April 26, 2013.**

Patricia Bassett

Student Affairs Officer

Faculty of Dentistry - McGill University

3640 University, B/15

Montreal, Quebec H3A 2B2

(514) 398-7203 ext. 00091