

## P4 To-Do Checklist by Month

### Office of Academic and Student Affairs

#### SEPTEMBER

- Submit On-Line Graduation Application [Wait for email information from Beth Hudson]
- Curriculum Vitae [CV] or resume creation [Contact Kelli Pitts for assistance at 271-1978]
- Review residency or post-graduate education programs of interest: [http://www.drake.edu/cphs/opportunities/Links/pharmacy\\_career\\_information.php](http://www.drake.edu/cphs/opportunities/Links/pharmacy_career_information.php)
- Review residencies who will be participating in the ASHP Midyear Review ASHP Resident Matching Program requirements: <http://www.natmatch.com/ashprmp>

#### OCTOBER

- Career Fair: Thursday, October 27 -- 5 to 7:30 pm in Upper Olmsted
- Interview Day: Friday, October 28 -- 8:30 to 4 pm in Upper Olmsted

#### NOVEMBER

- Order cap, gown, and announcements from the University Book Store [Watch blueView announcements for add'l info]

#### FEBRUARY

- Graduation Application Electronic Submission Deadline: February 1, 2010 [Watch for add'l info from Student Records and/or Beth Hudson]

#### MARCH/APRIL

- Pharmacy & Health Sciences Day: Friday, March 2 -- All Day [Location Sheslow Auditorium (morning); Olmsted (afternoon)]
- Contact board of pharmacy in specific state where plan to practice. Review application of state where plan to practice for specific requirements. Web sites for various Boards of Pharmacy may be found at: <http://www.nabp.net/boards-of-pharmacy/>
- Iowa has a packet that needs to be completed which can be found at: <http://www.iowa.gov/ibpe/pdf/licapp.pdf>
- We have constructed an Iowa Internship License Booklet Information document located at: [http://www.drake.edu/cphs/resources/Links/Links/iowa\\_internship\\_license\\_booklet\\_information.php](http://www.drake.edu/cphs/resources/Links/Links/iowa_internship_license_booklet_information.php)
- Check name in the commencement program [Watch blueView for announcement of when info will be available for review/email from Beth Hudson]
- Set up your loan exit interview if you have one of the following loans:
  - Federal Perkins/Health Profession
  - Stafford
  - Supplemental
  - Law Access/Law loanQuestions? Call 271-3742

#### MAY

- Be advised that if there are any outstanding fees on campus or course work requirements remaining, it will be determined that graduation requirements have not been fulfilled and all paperwork will be held.
- Inform Student Records of changes in address for mailing the diploma - 271-2241.
- Hooding Reception: Saturday, May 12 @ 2:00 pm in Knapp Center South Lobby
- Hooding Ceremony: Saturday, May 12 @ 4:00 pm in Knapp Center
- Graduate Commencement Ceremony: Sunday, May 13 @ 2:00 in Knapp Center