Graduation Directory Survey Instructions
School of Public Health
Degree Candidates

These are instructions for you to follow in completing your Graduation Directory Survey. Keeping track of alumni is a constant challenge. Having your current contact information is VERY important for many reasons.

- Keeping you in touch with your fellow alumni who can assist in your career development
- Reporting to accrediting bodies, which ensures the value of your diploma
- Grant funding, which elevates UNTHSC’s academic standing. This, in turn, elevates the value of your education to future employers
- IT’S THE RIGHT THING TO DO

As you progress through your professional career, please let us know where you are and where you’re working. You can always reach us at alumni@hsc.unt.edu.

SURVEY INSTRUCTIONS

This will take less than 20 minutes to complete. You must finish the entire survey and print the confirmation page within 40 minutes or the system will disconnect. You would then need to start over.

1. Log into your portal page with your login and password. You have used this page to check your grades, etc.
2. On the right side of your page, you will see a hyper-link titled “SPH Graduation Exit Survey”.
3. Select the hyper-link and complete the form. If there are fields which are pre-populated with incorrect information, please correct that data. Also please fill in all the requested data.
   NOTE: THIS INFORMATION IS NOT MADE AVAILABLE TO ANY OTHER ENTITIES. IT IS STRICTLY USED FOR INTERNAL HSC PURPOSES.
4. When you have filled in all the boxes, select the “Verification Page” button on the bottom of the page. Verify the information presented and select the “Next” button if everything is correct. If you need to make corrections, select “Edit” button to go back and make corrections. DO NOT use the “Back” button on the menu bar.
5. Print the last “Confirmation” screen by selecting “File” from your menu bar and select “Print”.
6. YOU MUST INCLUDE THIS PRINTED CONFIRMATION OF HAVING COMPLETED THE SURVEY IN YOUR EXIT PACKAGE IN ORDER TO GRADUATE.
7. If you experience problems completing the survey, contact Karen Wegienek at kwegiene@hsc.unt.edu or 817-735-5493.

Congratulations on this significant life achievement! We wish you the very best of luck in your career and much personal satisfaction in life.

Karen Wegienek
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