



## 2017 CHECKLIST

# COMMENCEMENT

### REQUIREMENTS FOR GRADUATION

**NOTE:** The following items should be completed by the dates indicated to ensure you are able to pick up your cap and gown and your Commencement tickets and receive your diploma on Commencement Day. Where applicable, we've included the name of the person or department responsible and contact information.

### PRIOR TO YOUR TERM OF COMPLETION

- Complete graduation check; Kim Lewis, x4769
- Submit **APPLICATION FOR DEGREE FORM**; Records, x4677

### BY COMMENCEMENT EXPO, MARCH 21 AND 22

- Submit Graduate RSVP Form (available in early Spring 2017) for Honors Day, Capping, and Commencement and Commencement Ticket Request
- Complete Direct Loan and Perkins Loan exit counseling online, if applicable; Financial Planning, x4688
- Fulfill requirement for Lecture and Arts events; Brenda Bailey, x7842
- Attend Commencement Expo on March 21 or 22 at Bruno Great Hall from 9:30 a.m. - 4 p.m., x4737

### BY READING DAY, MAY 17

- Ensure your account is cleared and no balance remains; Student Accounts, x7871
- Return all library books and pay all fines; Library, x4740
- Check that no other issues exist on your Reg Hold and Advisor Approval link in TheSIS
- Forward mail to new address; Post Office, x4735

### BY WEDNESDAY, MAY 24

- Complete Senior Survey; Student Development, x4722
- Pick up Commencement tickets in Student Development 9 a.m. - 4 p.m.

Also, don't forget to **MAKE YOUR SENIOR CLASS GIFT**, register with Alumni Affairs, and make sure the college has your new address so we can keep you in the loop after you graduate!