

BSC

Commencement Checklist

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 by second term of junior year; Kim Lewis, kewis@bsc.edu, 226-4769
- ❑ Submit [Application for Degree](#); Records, 226-4677

BY COMMENCEMENT EXPO, APRIL 3 & APRIL 4

- ❑ Submit Graduate RSVP Form by March 24 (available on March 1) for Honors Day, Capping, Commencement, and Commencement Ticket Request
- ❑ Complete Direct Loan and Perkins Loan exit counseling online, if applicable; Financial Planning, finaid@bsc.edu, 226-4688
- ❑ Fulfill requirement for Lecture and Arts events; Amanda Coshatt, abcoshat@bsc.edu, 226-4650
- ❑ Attend Commencement Expo on April 3 or April 4 in the Norton Campus Center from 10:30 a.m. – 3:30 p.m.

BY MONDAY, MAY 1

- ❑ Ensure your account is cleared and no balance remains; Student Accounts, studentaccounts@bsc.edu, 226-7871
- ❑ Complete Exit Counseling online for students receiving federal financial aid; Office of Financial Planning, finaid@bsc.edu, 226-4688
- ❑ Have all Lecture and Arts credits completed; Amanda Coshatt, abcoshat@bsc.edu, 226-4650

BY READING DAY, MAY 14

- ❑ Ensure your account is cleared and no balance remains; Student Accounts, studentaccounts@bsc.edu, 226-7871
- ❑ Return all library books and pay all fines; Library, 226-4740
- ❑ Forward mail to new address; Panther Post, first floor Norton

BY WEDNESDAY, MAY 22

- Complete Senior Survey (prior to picking up tickets); the Office of Student Development, x4722
- Pick up Commencement tickets in Student Development, Norton 230 from Monday, May 20 – Wednesday, May 22, 9:00 a.m.- 4:00 p.m.

Also, don't forget to make your [Senior Class Gift](#), register with the Office of Alumni Engagement, and make sure the college has your new address so we can keep you in the loop after you graduate!