



2018 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, APRIL 3 AND 4

- Submit Graduate RSVP Form by April 2 (available on March 5, 2018) for Honors Day, Capping, 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 April 3 and 4 in the Norton Campus Center from 11:00 a.m. - 5 p.m., x4737

BY READING DAY, MAY 15

- 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; Panther Post, x4735

BY WEDNESDAY, MAY 23

- Complete Senior Survey (prior to picking up tickets); Student Development, x4722
- Pick up Commencement tickets in Student Development from Monday, May 21-Wednesday, May 23, 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!