

## CHECKLIST FOR AUGUST & DECEMBER GRADUATES ATTENDING MAY GRADUATION

- ☐ **March 1<sup>st</sup> TICKET ORDERS** - Order tickets and parking passes for the **University Commencement** ceremony May 21, 2018 online at <http://www.wfu.edu/commencement/>. Tickets MUST be ordered for all guests. Only one ticket order can be placed per graduate. Note that tickets and parking passes are NOT required for the **Graduate School Hooding & Awards** ceremony on May 19, 2018.
- ☐ **March 14–15 GRAD FAIR** – Attend Grad Fair to order graduation announcements and rings. <http://commencement.wfu.edu/cap-gown-graduation-announcements/>. Note the Graduate School will order and distribute regalia for ceremony attendees. Do not place an order at the Grad Fair or Bookstore.
- ☐ **April 13<sup>th</sup> SPECIAL NEEDS** - Notify the Graduate School office if either you or any of your guests require special assistance for either ceremony by sending an email to [whitesl@wfu.edu](mailto:whitesl@wfu.edu).
- ☐ **May 1<sup>st</sup> COMMENCEMENT TICKETS** - Deadline to place online order for tickets and parking passes for Commencement May 21, 2018.
- ☐ **May 2<sup>nd</sup> FINAL DEADLINE** for the following:
  - ☐ **Name Pronunciation** online submission. Individual links will be sent via email.
  - ☐ **Holds** - check WIN to verify there are no holds on your account. Tickets and regalia cannot be distributed if there is a hold on your account.
- ☐ **May 14–17 REGALIA & TICKET DISTRIBUTION** – Come to the Graduate School office 118A Reynolda Village **Monday through Thursday 9:00am – 4:00pm** to pick up regalia and pre-ordered Commencement tickets with parking passes. If you will be out of town, you may have someone pick up your things if your student account is clear.