



WAKE FOREST
UNIVERSITY

GRADUATE SCHOOL of
ARTS & SCIENCES

CHECKLIST FOR MAY GRADUATES NON-THESIS

- Early March TICKET ORDERS** - Order tickets and parking passes for the **University Commencement** ceremony May 20, 2019 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 18, 2019.

- March 20–21 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 Grad Fair or with the Bookstore.

- April 12 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.

- April 12 IN ABSENTIA FORM** – Deadline to submit to whitesl@wfu.edu if you will not be attending Commencement and/or Hooding.

- May 1 COMMENCEMENT TICKETS** - Deadline to place online order for tickets and parking passes for Commencement.

- May 1 FINAL DEADLINE** for the following including all program requirements:
 - Graduation Fee** – Your graduation fee has been added to your student account and can be paid through DEAC. This fee covers all expenses related to graduation (diplomas, regalia for ceremony attendees, etc) and is required of all graduates regardless of ceremony attendance.
 - Graduate School Exit Survey** - Individual links will be sent via email for online submission.
 - Name Pronunciation** - Individual links will be sent via email for online submission.
 - 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 13–16 REGALIA & TICKET DISTRIBUTION** – Come to the Graduate School office 118 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 all requirements are met and your student account is clear.

*** Diplomas will be mailed approximately 4 – 6 weeks following graduation to the address previously submitted on your Intent to Graduate form.**