

**CHECKLIST FOR MAY GRADUATES  
NON-THESIS**

☐ **Early March COMMENCEMENT TICKET ORDERS** - Details for ordering tickets including parking passes will be posted at <https://commencement.wfu.edu/>. Tickets are required for all guests attending Commencement on May 18<sup>th</sup>. **Tickets and parking passes are NOT required for the Graduate School Hooding & Awards ceremony on May 16<sup>th</sup>.**

☐ **April 17<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).

☐ **April 17<sup>th</sup> IN ABSENTIA FORM** - Deadline to submit to [whitesl@wfu.edu](mailto:whitesl@wfu.edu) if you will not be attending Commencement and/or Hooding.

☐ **April 29<sup>th</sup> FINAL DEADLINE** for the following items 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** – Hooding ceremony attendees only - Individual links will be sent via email for recorded online submission. In addition, submit the name pronunciation form posted at <https://graduate.wfu.edu/graduation-requirement-checklist-reynolda-campus/> to [whitesl@wfu.edu](mailto:whitesl@wfu.edu).

☐ **Holds** - Check WIN to verify there are no holds on your account. Regalia cannot be distributed if there is a hold on your account.

☐ **May 11<sup>th</sup> – 14<sup>th</sup> CAP & GOWN DISTRIBUTION** - Come to the Graduate School office 118 Reynolda Village **Monday through Thursday 9:00 am – 4:00 pm** to pick up your regalia. 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**