

CHECKLIST FOR AUGUST & DECEMBER GRADUATES ATTENDING MAY GRADUATION

- ☐ **March 1st 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 13th 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.
- ☐ **May 1st COMMENCEMENT TICKETS** - Deadline to place online order for tickets and parking passes for Commencement May 21, 2018.
- ☐ **May 2nd FINAL DEADLINE** for the following:
 - ☐ **Name Pronunciation** online submission *link coming soon*.
 - ☐ **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.