

CHECKLIST FOR MAY GRADUATES NON-THESIS

- ☐ **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.
- ☐ **April 13th IN ABSENTIA FORM** – Deadline to submit to whitesl@wfu.edu if you will not be attending Commencement and/or Hooding.
- ☐ **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 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** online submission. Individual links will be sent in a separate email.
 - ☐ **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 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.**