UNIVERSITY of MOUNT UNION

Where *Exceptional* Begins

Commencement Checklist

- ❑ Check your Degree Clearance Form and complete all necessary requirements.
- ❑ You should have already applied for graduation; if you have not, contact the Office of the Registrar immediately at (330) 823-6018 (ext. 6018 from a campus phone).
- ❑ Vote for the 2012-2013 Great Teacher by visiting www.mountunion.edu/great-teacher-award by March 28.
- ❑ Pay off any outstanding account balance with the Office of Business Affairs (must be done prior to Senior Salute on April 17).
- ❑ Pay any outstanding fines due to the Library (must be done prior to Senior Salute on April 17).
- ❑ Complete an exit interview for student loans at www.mountunion.edu/financial-aid.
- ❑ Attend Senior Salute on Wednesday, April 17 to:
  - ❑ Pick up your cap and gown (free of charge).
  - ❑ Have your senior picture taken free of charge. You may have your photo taken in your cap and gown or regular clothes. The photo will be used in the yearbook and will be available to purchase through Cockrill's Studio at www.cockrillsstudio.com.
  - ❑ Pick up your 10 graduation tickets from the Office of Alumni Relations and University Activities table. Tickets are free of charge and you must sign for them.
  - ❑ Buy optional Commencement Luncheon tickets through the Office of Alumni Relations and University Activities. Complete the registration form and return with payment.
  - ❑ Order the optional "Capture the Moment" Commencement DVD from the Office of Alumni Relations and University Activities. Complete the registration form and return with payment.
  - ❑ Order optional Commencement announcements and thank you cards. These can also be ordered through the University Store and on its website at www.mountunion.edu/universitystore.
  - ❑ Participate in the optional Senior Class Gift project by donating to The Mount Union Fund. Contact the Office of The Mount Union Fund at (330) 823-2092 (ext. 2092 from a campus phone).
- ❑ Attend the Honors Convocation on Tuesday, April 23 in cap and gown. Line up at 11:15 a.m.
- ❑ Attend the Senior Picnic on Friday, May 10 at noon at the Fred J. Haupt President's House.
- ❑ Attend the Commencement rehearsal on Friday, May 10 at 1:30 p.m.
- ❑ Attend the optional Senior Send-Off on Friday, May 10 at 8 p.m. at the Elks Lodge.
- ❑ Line up for the Baccalaureate ceremony on Saturday, May 11 at 10:15 a.m. (Check the Commencement website for location.)
- ❑ Line up for the Commencement Ceremony on Saturday, May 11 at 1 p.m. (Check the Commencement website for location.)

Keep up to date on all things Commencement by visiting:

www.mountunion.edu/university-marshal