

GRADUATE CHECKLIST
Spring 2018 Commencement
May 5, 2018 at 10:00 a.m. & 2:00 p.m.

Graduate, please use the following checklist to make certain you have taken all the necessary steps to be prepared for the Commencement Ceremony and to ensure receipt of your diploma.

- My Cap & Gown Order Form submitted to the Registrar's Office with my Intent to Graduate form (due February 1).
- My Invitation Order Form** submitted online through the Campus Store (if choosing to purchase invitations through our Campus Store) by April 2.
- My name pronunciation** called in to (903) 233-3215 by Friday, April 13.
- RSVP for Reception to DonnaBayer@letu.edu by April 24.
- RSVP for Breakfast to WandaDavis@letu.edu by May 2.
- All tuition, fees, and any other payments or fines cleared through the Student Accounts office (this also includes parking tickets, and Student Life fines). Must be paid by 12:00 noon on Wednesday, May 2. Contact student accounts at (903) 233-4140 (Global Campus students) or (903) 233-4130 (Residential Campus students) with any questions.
- All library fines paid by Wednesday, May 2 at 12:00 noon. Contact the library at (903) 233-3260 with any questions. Fines must be paid to receive your diploma.
- Handicapped Seating Request Form** (for guests) sent to Wanda Davis (WandaDavis@letu.edu) if needed.
- Any special accommodations I need have been communicated to the Provost's Office to Donna Bayer (DonnaBayer@letu.edu) (i.e. wheelchair, hearing/vision impaired).
- If desiring to wear veteran recognition cord at Commencement, I have communicated with Melissa Hammer (MelissaHammer@letu.edu) in the Registrar's Office by April 2.
- If desiring to wear an international sash at Commencement, I have returned the form** to Rebecca Haesecke (RebeccaHaesecke@letu.edu) in the Office of Global Initiatives by April 2.
- Graduation DVD Online Order Form** completed. I understand that it is not necessary to pre-order; I or my family may order later.
- Parking Sign** printed to place in my window when arriving on campus for graduation (for graduates living off campus) and have read the Traffic Information.**
- Residential Students: Leave a forwarding address with the mail center by May 3.
- I have read through the Graduate Information and Commencement Ceremony Instructions ** provided and understand where I will go on graduation morning.
 - Graduate registration and regalia pick-up in Longview Hall.
 - Then proceed to the Education Building for line-up.

**Indicates form or instructions are available at www.letu.edu/graduation.

Reminder: NO SEAT SAVING. Seating for guests to attend Commencement is on a first come – first served basis.