

## PREPARING FOR GRADUATION

(checklist)

\*means required activity

### Registrar's Office (Scotus Hall)

- \_\_\_ \*fill out application for graduation
- \_\_\_ request permission to walk at Commencement  
(you may request permission to participate in the commencement ceremony if you are within six credits of your degree)
- \_\_\_ request transcripts for employers, graduate school, etc.

### Bookstore (Lower Level, JFK Center)

- \_\_\_ \*order cap and gown by March 4, 2012 <http://colleges.herffjones.com/college/sfu/>
- \_\_\_ order graduation announcements
- \_\_\_ order class ring

### Business Office (Scotus Hall)

- \_\_\_ \*take care of final balance on bill
- \_\_\_ **For Undergraduate Degree students:** beginning April 16 pick up Undergraduate Dinner tickets (no tickets needed for President's Dessert Reception)
- \_\_\_ **For Graduate Degree students:** beginning April 16 pick up Graduate Reception tickets (no tickets needed for President's Dessert Reception)

### Financial Aid (Padua Hall)

- \_\_\_ \*complete online exit interview (required of those with Stafford or Perkins Loans)

### Center for Student Engagement (Upper Level, JFK Center)

- \_\_\_ **For Senior Class members:** purchase Senior Formal tickets
- \_\_\_ order senior portrait/handshake photos

### Major Department

- \_\_\_ \*schedule exit interview (as required)

### Alumni Relations

- \_\_\_ attend Alumni Picnic on Wed., May 2 at 5 p.m. at JFK
- \_\_\_ join the SFU Alumni Association <http://www.francis.edu/alumni.htm>

### General

- \_\_\_ volunteer to work on committee planning the Baccalaureate Mass  
(see Fr. Chris Dobson in Campus Ministry)
- \_\_\_ book hotel rooms for parents and other guests
- \_\_\_ attend the President's Awards Convocation on Tues., April 24 at 7 p.m. in JFK
- \_\_\_ order flowers and purchase a card for your Mom for Mother's Day
- \_\_\_ attend the Baccalaureate Mass on Sat., May 5 at 4:45 p.m. in Stokes