

SPRING 2008 COMMENCEMENT CHECKLIST

Use this Graduation checklist to help you organize the many things you have to accomplish before and after you graduate.

- Make sure your academic and financial records with the University of La Verne are current.
- Complete your graduation announcement list. Do not forget to include complete addresses with zip codes.
- Order your graduation announcements, thank you notes, appreciation gifts, envelope seals, and keepsakes by **April 25, 2008**. A late fee is charged for all orders placed after the deadline.
- Make certain you are on the Commencement Eligible list. This will be located at <http://www.ulv.edu/commencement-spring/event/lists.phtml> by April 25, 2008.
- Purchase your academic regalia. Information on purchasing your academic regalia can be found at <http://www.ulv.edu/commencement-spring/regalia/regalia-s.phtml>.
- Confirm intention to participate by Friday, May 9, 2008 via Mandatory Online Participation Form. This form can be found at <http://www.ulv.edu/commencement-spring/rsvp/>. Participation late fee of \$40 after May 12, 2008. No late participation exceptions after May 18, 2008. Late participation forms do not guarantee that a student will be printed in the commencement booklet.
- Obtain the tickets you need for family and friends. **Ticket distribution will begin May 5, 2008**. The following sites will begin to distribute tickets for the Friday, May 23 and Saturday, May 24 ceremonies.
 - Main Campus Candidates - Registrar's Office (Woody Hall)
 - CAPA Candidates - CAPA Office, Hoover Building, Room #120
 - RCA Candidates - At your Regional Campus Administration LocationEach student will receive 10 tickets for their ceremony. Separate information on guest tickets for the College of Law and the Doctor of Education ceremonies will be sent out by the Colleges of these programs for ceremonies and other related events.
- Make travel and lodging arrangements for yourself and out-of-town guests. For a list of local accommodations, please log onto the Commencement Website at <http://www.ulv.edu/commencement-spring/event/accommodations.phtml>
- Address and mail your announcements to family and friends so they arrive at their location by May 12, 2008.
- Select the clothes and shoes you will wear with your cap and gown according to the graduation dress code. Dress code guidelines will be included in your April packet.
- Remove the wrinkles and hang up your academic regalia until graduation.
- Confirm directions, location, and time of your graduation ceremony.
- Agree on a place to meet your family and friends after the ceremony.
- Be sure to have your camera and film ready for pictures.
- Present your appreciation gifts to those who have provided help and support throughout your college years. Send thank you notes to those who have given you graduation gifts.