



### September, January and May Graduation Checklist

- ☐ In order to graduate you **MUST** fill out an Application for Degree through Self-Service
- ☐ Review your program evaluation through Self-Service
- ☐ Any questions about your evaluation please see your Faculty Advisor and/or Program/Department Chair.
- ☐ Taking courses off campus to complete your degree,
  - You must have submitted an **Off Campus Course** form:  
[https://www.daemen.edu/sites/default/files/off\\_campus\\_perm\\_form.pdf](https://www.daemen.edu/sites/default/files/off_campus_perm_form.pdf)
  - Request the transcript to be sent to Daemen upon completion of course
  - Transcript **must** be in the Registrar's Office by **Tuesday, January 12, 2021** for January 2021 conferral and **Tuesday, May 25, 2021**.
  - An Incomplete grade in a course needs to be complete and graded by **Tuesday, January 12, 2021** for January 2021 conferral and **Tuesday, May 25, 2021**.
- ☐ Review your Daemen email on a regular basis. We will be informing you of your graduation status as well as any additional commencement information you may need.
- ☐ The completed application form is the only means by which a student will be added to the listing of prospective graduates and that a student's record will be reviewed for clearance for graduation. **You will not graduate unless you file an application form with the registrar's office.**
- ☐ If you are going to participate in May Commencement Ceremony please do the additional steps below.

### **Attending May Commencement Ceremony Checklist:**

*(All September, January and May graduates for this academic year can participate in our May Commencement.)*

- ☐ **RSVP online: Coming soon**
- ☐ **Go to the Commencement Fair – TBA**
  - ☐ Order your Cap and Gown:  
(Date: TBA please contact **Bookstore** at 716-839-8245)
  - ☐ Pick up Commencement Announcements:  
(Date: TBA)
- ☐ Find out more about Walking at the ceremony, if you are close, but not going to complete your degree requirements by the end of spring term:  
<http://www.daemen.edu/academics/registrar/graduation-information/criteria-commencement-walking>
- ☐ Rehearsal Information-**TBA**