**September, January and May Graduation Checklist**

* Review your Program Evaluation online. Look for “Pending Anticipated Complete” at the top of your evaluation. If you don’t see it contact the Registrar’s Office.
* Any questions about your evaluation please see your Faculty Advisor and/or Program/Department Chair.
* In order to graduate you **MUST** fill out an Application for Degree – <http://www.daemen.edu/academics/registrar/graduation-information>
* 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>
  + Request the transcript to be sent to Daemen upon completion of course
  + Transcript **must** be in the Registrar's Office by **Tuesday, May 14, 2019.**
* An Incomplete grade in a course needs to be complete and graded by **Tuesday, May 14, 2019.**
* 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.
* 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:**

<https://my.daemen.edu/offices/registrar/graduationinfo/commencement_rsvp/form.php>

* **Go to the Commencement Fair** – **Tuesday, March 26, 2019**
* Order your Cap and Gown:

(Date: TBA please contact **Bookstore** at 716-839-8245)

* Pick up Commencement Announcements:

(Date: TBA please go to the WICK Front Desk)

* 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>

* Watch for a **Rehearsal** email! That will go to your Daemen email in **May**.