



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 15, 2018**.
- ☐ An Incomplete grade in a course needs to be complete and graded by **Tuesday, May 15, 2018**.
- ☐ 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 - on March 27th from 3-6pm in the RIC Atrium**
 - ☐ Order your Cap and Gown:
(After March 27th please contact **Bookstore** at 716-839-8245)
 - ☐ Pick up Commencement Announcements:
(After March 27th 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**.