December 20, 2013 Commencement Calendar

Sep 9 Mon	Inventory supplies – diploma covers, mailers, mailing tubes, padded envelopes. Check for any new deans or officials, such as regent chair, president, chancellor and deans. Get new signature on signature facsimile form for diplomas and send to Paradigm (printing company). Contact Regents' re: awards, citations.
Sep 16 Mon	Run one *Cognos Archived Applied for Degree report 2137*- counts alpha x degree
Sep 27 Fri	Graduation information to commencement coordinator for current ceremony website updates (Diploma mail date, transcript availability, student addresses update deadline) **Contact Communications with commencement program information, quantity, schedule (Denise Munn 2-5134)**
Oct 11 Fri	**Honorary degree names due from Regents Office**
Oct 21 Mon	**Due for Program: candidates for commissions from ROTCs and Education diploma candidates**
Oct 23 Wed	Run one *Cognos Archived Applied for Degree Report 2137* - counts
Oct 25 Fri	Schedule meeting with Commencement Coordinator Sarah Adderholt for program (Tue, Nov 5)
Oct 30 Wed	Thesis titles due from Graduate School for program – proof
Nov 1 Fri	**Deadline for students to apply online for December graduation**
Nov 4 Mon	**Thesis title corrections due from Graduate School** **Deadline for citation changes due from Regents' office for program**
Nov 5 Tue	**Meet with Sarah Adderholt re: program**
Nov. 8 Fri	**Deadline for commencement program changes (approve or deny applications) from deans offices** Send memo to depts. for number of diploma covers needed for ceremony to pickup at Registrar's Office; due Dec 3 **Lists of outstanding graduates and marshals due from Commencement Coordinator (Sarah Adderholt) for program** **Request list of honors from deans' offices for use in commencement program, due Nov 12** ***Run Cognos Chancellor's Recognition Eligibility Report***
Nov 11 Mon	Run one *Cognos Archived Applied for Degree report 2137* - counts **Create commencement program folder** **Run *Cognos Applied for Degree Commencement Program report 2137*** **Save *Cognos* report to Commencement Program folder**
Nov 12 Tue	E-mail **Chancellor's Recognition Award list with addresses and phone numbers to Sarah Adderholt**

	Graduate School sends e-mail w/thesis titles to Communications (Denise Munn) **Honors lists due from deans' offices (use for program and medals orders)**
Nov 13 Wed	**Begin proofing and formatting and editing *Cognos Applied for Degree Commencement Program report* checking diploma name against legal/primary name, double degrees** **Begin entering college honors after names in commencement program**
Nov 14 Thu	Honors Dept. meeting **Continue editing *Cognos Applied for Degree Commencement Program report* (Excel) with honors for program**
Nov. 15 Fri	Honors' list due from Honors Dept (Anna Vayr 2-6627) Enter latin honors on ***Cognos Applied for Degree Commencement Program report*** **Have all documents for program done (1st & 2nd pages, awards, Educ & ROTC, marshals, last page, front and back cover.** **Continue editing names for program**
Nov 18 Mon	**Do save as on *Cognos Applied for Degree Commencement Program report* (Excel) and sort by honors for commencement program (Program honors alpha list)**
Nov. 18-22	**Proof commencement program copy**
Nov 25 Mon	**All commencement program documents e-mailed to Communications – Denise Munn** **Take a hard copy to Publications** **Send e-memo to December graduating students (undergraduates and masters reminding them to update their address by Jan 1**
Nov. 26 Tue	**Proof 1st program copy from Communications (pick up from UComm)**
Nov 27 Wed	List of degrees being awarded sent to Commencement Coordinator (Sarah) **Take program copy back to UComm with corrections to be made**
Dec 2 Mon	**Proof 2nd Program copy from UComm with corrections made**
Dec 3 Tue	**Final program copy to UComm** Diploma cover orders for pick up at Registrar's Office due from departments
Dec 4 Wed	**Program to Printer** Fill Honors medals orders from Honors lists sent by deans' offices for commencement program
Dec 5 Thu	Create diploma cover pickup schedule
Dec 9 Mon	**Blue Line program copy/final check** E-memo reminder on ceremony information to graduating students (2nd mailing) Order covers from Distribution Center for delivery Dec. 13 to Macky, Coors Events Center (for stage and concession stand to hand out) and Regent 105 Type Doc and Law cards
Dec 11 Wed	Confirmed lists for Docs and Law due to Registrar by 12:00 noon Do Adds and Deletes in graduation roster

Dec 12 Thu	Run *Cognos Applied for Degree report 2137 x Docs and Law Excel report* (Diploma Order) Proof and edit list. Send to Paradigm (due Wed Dec 18) Remind Bursars' office about Doc & Law debt and exit interview list due Dec 18
Dec 13 Fri	Deliver honors medals to deans and Honors' offices with cover letter Doc and Law list to Commencement Marshal Diploma covers delivered from distribution center to Regent 105, Macky, and Coors Events Center (for stage and concession stand)
Dec 16 Mon	Run one *Cognos Archived Applied for Degree report 2137* - counts Honors medals available all week in deans' and Honor's office Diploma covers available for pick up
Dec 18 Wed	Doc and Law name cards to Commencement Coordinator Doc & Law Debt Lists from Bursars for holds Send copy of Bursars hold lists to Ginny Borst-Grad School and Kristina Hunerwadel-Law School Doc and Law diplomas due from Paradigm (delivered to Grad and Law Schools) Coordinate awards, if any, with Chancellor's Office Programs delivered to Events Center by 3:00 p.m. 3 boxes to Regent 105, 2 boxes to Chancellors Office
DEC 20 Fri	**COMMENCEMENT - 9:30 A.M., COORS EVENTS CENTER**
Dec 26 Thu	Mail doc and Law diplomas with programs (not picked up at ceremony) Mail programs to special departments (Archives, law library, etc.)
Jan 1 Wed	Deadline for students to cancel an application and update diploma name and address in apply online
Jan 2 Thur	Run I to F conversion
Jan 2 Thu	Below 2.0 transcripts to deans' offices Edit dissertation titles on spreadsheet for upload to ISIS after degrees post
Jan 21 Tue	Deadline for grad coordinators to make changes to roster. Run Dual Degree report for BA/MA's and double degrees
Jan 22 Wed	**Confirmed lists due from deans** **Honors spreadsheets due from deans' offices**
Jan 22-24	Enter adds and deletions in graduation roster Run *Applied for Degree report* for any certificates, open option, course of study, GS subplans, certs to be removed.
Jan 27 Mon	*Run one Cognos Applied for Degree report 2127*-proof against confirmed lists from deans' offices Remind Bursar's about Debt and Exit Interview hold lists (run on Feb 1) Run report for deferred additional majors in A&S only.

Jan 28 Tues	Proof and correct list Students must update their home addresses Final deadline for last minute changes for degree posting- 12 Noon
Jan 29 Wed	Carol runs *Graduated but Enrolled report*
Jan 30-31	**Begin Posting degrees - Carol**
Jan 31 Fri	Finish posting degrees – end of day Upload honors and dissertation titles. Post any general honors and honors from previous semester honors program lists for those graduating in Dec Run GPA's Run Class Rank Degrees will appear in Student Degrees and Completion in Program/Plan and transcripts
Feb 3 Mon	Debt and Exit Interview Holds due from Bursar's Students can order transcripts with degrees posted
Feb 4 Tues	Run *Cognos Degree Awarded report 2137* for confirmed list, save in Master File Run another Cognos Degree Awarded Report for 2137 and rename it December 2013 Diploma Order. Proof, edit and format the spreadsheet as needed for the Paradigm order. Delete holds (DIPL) from the spreadsheet. Degree file sent to NSC (National Student Clearinghouse) Eligible students can begin applying for graduation online for Spring 2014 and Summer 2014
Feb 11 Tue	Send diploma order to Paradigm for printing (diplomas to be mailed Feb 19)
Feb 14 Fri	Run *Query report* on 2127 non-graduates, DGO reg. type ?? Deposits mailed to graduates (approx. 8 weeks after graduation)
Feb 26 Wed	**Diplomas mailed from Paradigm!!** A&S final confirmed list, with cover letters, due
Feb 29 Fri	Begin deleting 2127 terms for DGO, no degree students