

May 7, 2016, Graduation Coordinators Calendar

Date:	Title/Description:
Feb. 19 (Fri.)	Sarah Adderholt: Names of honorary degree recipients due for diploma printing.
Feb. 22 (Mon.)	ROTC: Candidates for commission due for program. School of Education: Diploma in Education list due for program.
Mar. 14 (Mon.)	Graduate School: Thesis titles due for program (proof).
Apr. 1 (Fri.)	May/August Graduates: Deadline to apply online for May or August graduation and get name in program. GRAD and LAW students: Last day to apply for or cancel a spring graduation application online or make changes to an existing graduation application.
Apr. 7 (Thu.)	Graduate School: Thesis title corrections due. Board of Regents: Citation changes due for program. Grad Coordinators: Deadline for commencement program changes (approve or deny applications). Sarah Adderholt: Lists of outstanding graduates and marshals due for program. Grad Coordinators: Honors lists due on confirmed list template for program and medal orders.
Apr. 15 (Fri.)	Honors Department: Honors list due.
Apr. 22 (Fri.)	Grad School: Confirmed lists for PhD due to Registrar by noon.
Apr. 29 (Fri.) Last Friday before Graduation	UGRD Students: Last day to apply for or cancel a spring graduation application online or make changes to an existing graduation application. Grad Coordinators: Honors medals available for pickup in Registrar's Office.
May 2 (Mon.)	Dean's Offices: Honors medals available all week in Dean's and Honors Offices. Departments: Diploma covers available for pickup in Regent 101. Registrar's Office: Send copy of Bursar's hold lists to Grad School.
May 4 (Wed.)	Paradigm: PhD diploma delivery to Grad School. Distribution Services: Program delivery due to Events Center by 3 p.m. Three boxes to Regent 101, two boxes to Chancellor's Office.
May 7 (Sat.)	Commencement – 8:30 a.m. Folsom Stadium

Date:	Title/Description:
May 11 (Wed.)	Registrar's Office: <ul style="list-style-type: none"> • Post PhD degrees. • Upload PhD dissertation titles to Campus Solutions. • Run I-to-F conversion.
May 12 (Thu.)	Registrar's Office: <ul style="list-style-type: none"> • Mail PhD diplomas not picked up at ceremony. • Send below-2.0 transcripts to Dean's Offices.
May 31 (Tue.)	Grad Coordinators: Confirmed lists and Honors lists for UGRD and MAS due by 12 noon on confirmed list template.
Jun 1 (Wed.)	May Graduates: Deadline to update diploma name and address through online grad application. Grad Coordinators: Deadline to make changes to grad roster before losing access.
Jun 7 (Tue.)	Grad Coordinators: Last-minute changes for degree posting due to Registrar by noon.
Jun 13 (Mon.)	Registrar's Office: Transcripts with degrees posted available for order.
Jun 17 (Fri.)	Registrar's Office: Diploma order due to Paradigm for printing.
Jul 8 (Fri.)	Paradigm: Diplomas mailed to students.