

## May 12, 2017, Graduation Coordinators Calendar

| Date            | Title/Description   |
|-----------------|---|
| Feb. 17 (Fri.)  | <b>Sarah Adderholt:</b> Names of honorary degree recipients due for diploma printing.   |
| Feb. 20 (Mon.)  | <b>ROTC:</b> Candidates for commission due for program.<br><b>School of Education:</b> Diploma in Education list due for program.   |
| March 13 (Mon.) | <b>Graduate School:</b> Thesis titles due (entered in Campus Solutions) for program (proof).  |
| April 1 (Sat.)  | <b>May/August Graduates:</b> Deadline to apply online for May or August graduation and get name in program.<br><b>GRAD and LAW students:</b> Last day to apply for or cancel a spring graduation application online or make changes to an existing graduation application.  |
| April 7 (Fri.)  | <b>Graduate School:</b> Thesis title corrections due (entered in Campus Solutions).<br><b>Board of Regents:</b> Citation changes due for program.<br><b>Grad Coordinators:</b> Deadline for commencement program changes (approve or deny applications).<br><b>Sarah Adderholt:</b> Lists of outstanding graduates and marshals due for program.<br><b>Grad Coordinators:</b> Honors lists due on confirmed list template for program and medal orders. |
| April 24 (Mon.) | <b>Honors Department:</b> Honors list due.  |
| April 28 (Fri.) | <b>Grad School:</b> Confirmed lists for PhD due to Registrar by noon.   |
| May 5 (Fri.)    | <b>UGRD Students:</b> Last day to apply for or cancel a spring graduation application online or make changes to an existing graduation application.<br><b>Grad Coordinators:</b> Honors medals available for pickup in Office of the Registrar.<br><b>Paradigm:</b> PhD diploma delivery to Grad School.  |
| May 8 (Mon.)    | <b>Dean's Offices:</b> Honors medals available all week in Dean's and Honors Offices.<br><b>Departments:</b> Diploma covers available for pickup.<br><b>Office of the Registrar:</b> Send copy of Bursar's hold lists to Grad School.   |
| May 9 (Tue.)    | <b>Distribution Services:</b> Program delivery due to Events Center by 3 p.m. Three boxes to Regent 101, two boxes to Chancellor's Office.  |
| May 12 (Fri.)   | <b>Commencement – 8:30 a.m. Folsom Stadium</b>  |

| Date            | Title/Description   |
|-----------------|---|
| May 17 (Wed.)   | <b>Office of the Registrar:</b> <ul style="list-style-type: none"> <li>• Post PhD degrees.</li> <li>• Upload PhD dissertation titles to CU-SIS.</li> </ul>                                    |
| May 19 (Fri.)   | <b>Office of the Registrar:</b> Mail PhD diplomas not picked up at ceremony.  |
| June 1 (Thurs.) | <b>Grad Coordinators:</b> Confirmed lists and Honors lists for UGRD, MAS and LAW due by 12 noon on confirmed list template.   |
| June 5 (Mon.)   | <b>Grad Coordinators:</b> Deadline to make changes to grad roster before losing access.<br><b>May Graduates:</b> Deadline to update diploma name and address through online grad application. |
| June 6 (Tue.)   | <b>Grad Coordinators:</b> Last-minute changes for degree posting due to Registrar by noon.  |
| June 12 (Mon.)  | <b>Office of the Registrar:</b> Transcripts with degrees posted available for order after 5 p.m.  |
| June 16 (Fri.)  | <b>Office of the Registrar:</b> Diploma order due to Paradigm for printing.   |
| July 7 (Fri.)   | <b>Paradigm:</b> Diplomas mailed to students.   |