

# Graduation Tasks Timeline

## College of Arts & Sciences

### May 2018



#### January – February

- Graduates are emailed a graduation application and exit survey link to complete. **REQUIRED**

#### February

- Complete FA senior loan counseling at [studentloans.gov](http://studentloans.gov). This is a federal **REQUIREMENT** for graduates who borrowed federal loans. Seniors will receive an email from the Financial Aid Office with instructions.

#### February - May

- Make an appointment with the College to Career Center to discuss job search resources.

#### April

- Graduation invitations are sent to your campus mailbox. Rain tickets enclosed. **RSVP REQUIRED.**
- Graduates are emailed an Outcomes (career) Survey link to complete. **REQUIRED**
- An email application sent to graduates to apply to be a speaker at the Baccalaureate service.
- Information is emailed from the bookstore on ordering announcements.
- Connie Vanourney will email you if you have received a Perkins loan to schedule an exit interview.

#### April 19

- Alumni Senior Event at Red Dog. Time to celebrate with your classmates.

#### May

- If not already received, transcripts from courses taken elsewhere need to be received by May 1.
- If you have any "I" incomplete or "IP" in-progress grades finish up the work.

#### May 7-11 Week prior to graduation

- Cap and gown are available for pick-up in bookstore.
- Check with Business Office to see if all charges are paid. You will not receive your diploma on graduation day if you have an outstanding balance.
  - \$75 graduation fee waived if you completed the senior assessment activity in September.
- Copies of your immunization record are available in the Student Health Office. You may need it for future reference.

#### May 9 Wednesday Noon

- All keys checked out (excluding room keys) must be returned to the Doane Safety Office. Failure to do so will result in a daily charge and finally a charge for lock replacements.

#### May 11 Friday

- Visit Service Bureau to leave a forwarding address and return your mailbox key.
- Baccalaureate 10:30 a.m. Heckman Auditorium
- Honors Convocation 1:00 p.m. Heckman Auditorium BY INVITATION ONLY
- Graduation Rehearsal at 4:00 p.m. Heckman Auditorium **REQUIRED**
- President's Concert 7:00 p.m. Heckman Auditorium

#### May 12 Saturday

- Graduation/Commencement 2:30 p.m. Diploma's presented showing degree you received (Bachelor of Arts or Bachelor of Science).

#### Post-Graduation

- Graduates who go on a May trip are mailed their diploma once the final grade is awarded.
- Transcripts ready with degree, major(s), and minor(s) notated. [www.doane.edu/transcript](http://www.doane.edu/transcript)