

2019 ULS CHECKLIST FOR POTENTIAL GRADUATES (and others leaving the seminary)

(Please keep this list to help you check off items as they are completed.)

- ___ File **Application for Graduation** with Registrar in January of expected year of graduation.
- ___ Ensure before start of Spring Semester that all academic requirements have been completed or are in progress for completion prior to Commencement.
- ___ Determine from instructors the date by which you need to have **coursework completed to ensure your certification for graduation.**

(NOTE: Outstanding coursework will cause you not to graduate; that is, you may not seek any extensions for work required to complete your degree. Further, coursework not completed and submitted early enough to permit final grading before Commencement will cause your diploma to be withheld until a final grade is received from the instructor.)

- ___ Mark “Farewell & Godspeed” Service (**Monday, May 13 at 6:00 pm**) and Commencement (**Fridy, May 17, at 1:00 pm**) on calendar
- ___ Reserve accommodations for self and out-of-town guests (note: you will receive only 4 guest tickets for admission to the Commencement ceremony)
- ___ Complete Exit Counseling for the Financial Aid Office with Kim Clark, kclark@uls.edu
- ___ Complete the **ULS Hood/Gown Pick-Up Clearance Form**, including the **ATS Graduating Students Questionnaire (GSQ)**. In order to receive your gown and hood the Clearance Form must be submitted to the Enrollment Services Office with clearance signatures (or emails) no later than Wednesday, **May 15**.
[Instructions on accessing the ATS GSQ on-line will be sent out by the Student Learning Assessment Office in a separate email.]
- ___ Pick up gown/hood from Enrollment Services (after announcement of availability).
- ___ Return gown/hood after Commencement.
- ___ Pick up diploma, final transcript, and any gifts available after Commencement
- ___ Notify Karol Mason of any special housing arrangements needed, if living on campus.
- ___ Return studio or apartment key to Security before moving off campus.
- ___ Return campus mailbox key and provide forwarding information to Mailroom Coordinator (Jim Ziebell).
- ___ Send email to registrar@uls.edu with new address/forwarding address and updated email.

Please direct questions to registrar@uls.edu.