

GRADUATION CHECKLIST

Preparing for Graduation Day

- _____ Announcements: The bookstore has graduation announcements available beginning Oct. 19. Please purchase yours as soon as possible.
- _____ Caps, Gown & Tassel: Purchase yours in the bookstore after Oct. 19.
- _____ Loans: If applicable, you should receive a letter from the office of financial aid approximately 3 weeks before graduation. The letter has instructions on how to complete exit counseling. Each loan type-Stafford, Perkins or College Access Loan (CAL) will have separate exit counseling sessions. Included with the letter is a summary of all the loans you have borrowed while at TLU.
- _____ Paychecks: If you receive payroll checks from TLU as a student worker and you would like to have your final paycheck mailed somewhere other than your permanent address, stop by the Business Office and leave the address.

Commencement Festivities

- _____ Baccalaureate: See attached memorandum for information.
- _____ Commencement: See attached memorandum for information.
- _____ Photography: The Office of University Relations arranges for a professional photographer to take photos of each graduate before and during commencement. (In order for everyone's picture to be taken before commencement, report to Hein Dining Hall by 2 p.m.) Your proofs will be available on the photographer's Web site at www.ctxphoto.com. Please contact Kathy Hughes in the University Relations Office with any questions or concern about photography.

Departure from Campus

- _____ Housing: Residential facilities close on the day following commencement. Please plan to vacate your room by noon on the day following graduation.