



COMMENCEMENT CHECKLIST 2018



- ❑ **Save the Date**—*Commencement 2018* will be **Saturday, April 28, 2018 at 11:00 a.m.** on Ridilla Field (Rain location is Chambers Hall Gymnasium).

- ❑ **Submit your application for Graduation**—Students who intend to graduate must meet with the Senior Advisor for a Degree Audit/Graduation Application appointment before registering for classes in their final term of attendance. Refer to the “[Calendar of Important Dates](#)” for the relevant deadlines and stop by the Advising Office or call 724-836-9940 to schedule an appointment. Complete the “**Application for Graduation**” form and submit it to the Advising Office, 110 Millstein Library. The form can be found online at <http://www.greensburg.pitt.edu/student-resources/registrar/graduation-and-diplomas>.
*The form must be submitted by **January 31, 2018** in order to avoid the \$15.00 late fee.

- ❑ **RSVP to participate and walk in the Commencement Ceremony**—The Application for Graduation does **NOT** indicate you will be participating in the Commencement Ceremony; the processes are separate. All students approved to graduate can RSVP **beginning on February 2, 2018, through March 15, 2018** via the web site at www.greensburg.pitt.edu/graduation. This is where graduates can request a pre-set number of tickets for the ceremony; a maximum of six tickets will be issued for an outdoor ceremony and three tickets for an indoor ceremony. While graduates walking in the ceremony do not need tickets, **all other guests**, including small children (over the age of two) and legacy presenters are required to have a ticket. Tickets must be presented at the entrance to the ceremony location. If indoors, guests without tickets will have the option of watching the ceremony on a closed-circuit screen in Ferguson Theater or online via a live webcast.
***It is rare that we are able to issue additional tickets, but all graduates will be notified if extra tickets become available.**

- ❑ **Register your Legacy Presenters**—Graduates who have immediate family (parents, siblings, spouses, children, grandchildren, or grandparents) who are Pitt alumni (of any campus) or are current Pitt-Greensburg employees are invited to participate in the Commencement Ceremony through the Legacy Presenter Program. Students can indicate a legacy presenter as part of the online ceremony RSVP process.

- ❑ **Participate in the Pitt Degree Contest**—The graduate with the most Pitt degrees (from any campus) in his or her immediate family (parents, siblings, spouses, children, grandchildren, or grandparents) will be recognized during the invitation-only breakfast that is held immediately before the ceremony. Make sure you include the number of Pitt degrees in your family when you complete the RSVP process.

- ❑ **Attend the Ceremony Rehearsal and PGAA New Alumni Reception**—The commencement ceremony rehearsal will begin at **5:00 p.m. on Friday, April 27th**. It is important that you attend the rehearsal if you are able. The Pitt Greensburg Alumni Association will host a New Alumni Reception at 4:00 p.m., before the rehearsal, in either the Alumni Pavilion or in the Bobcat depending on the weather and ceremony location.

- ❑ **Purchase tickets for the Family Appreciation Dinner**—University President, Dr. Sharon P. Smith hosts a special dinner to honor all graduates and their families. It will be held at 7:00pm on Friday, April 27th, immediately following the ceremony rehearsal. Advanced reservations are required. Details will be available online at www.greensburg.pitt.edu/graduation in January 2018.
- ❑ **Confirm your Honors**—Honor cords for cum laude, magna cum laude and summa cum laude will be distributed during the graduation ceremony. **April graduates should receive a letter from Academic Affairs in January regarding your honors, as they are based on your December grades. August and December graduates will have already received your actual diplomas with your honors listed.** Please be sure to contact the Registrar if you have any questions, otherwise, your honors may not be listed correctly in the program or announced at the ceremony.
- ❑ **Purchase your Regalia**—Cap, gown, and tassel will be \$34.00 (includes tax). Tassel only is just \$6.00 (includes tax). Payment is due when you purchase your items at the Campus Store. Contact the Campus Store for more details, questions, or to place and order over the phone.

Additional Information

- ❑ **Honor Societies**—If you are a member of an academic honor society, contact the faculty or staff advisor of that honor society for information regarding honor medallions.
- ❑ **Flowers/Commemorative T-shirts** —These items will be available to pre-order online in mid-March and the day of the ceremony (in limited quantities).
- ❑ **Announcements**—Information for ordering graduation announcements is available in the Campus Store and online. NOTE: Announcements are **NOT** invitations to the ceremony.
- ❑ **Commemorative DVD**—A professional quality DVD of the commencement ceremony will be available for purchase. More information on ordering your DVD will be available online in the spring semester.
- ❑ **Professional Photographs**—There will be a professional photograph taken of each graduate as his/her diploma is received. These photos will be available for purchase online a few weeks after the commencement ceremony.
- ❑ **Email Address**—Students should visit the [Information Technology website](#) to access the various services available to alumni.
- ❑ **Home Address**—If your mailing address has changed or will soon change, please be sure to contact Pitt Greensburg Academic Advising at 724-836-9940. The address on file is where your diploma will be mailed.

Questions? Visit www.greensburg.pitt.edu/graduation
for ongoing updates and ceremony information.