

### Commencement Check List

- Apply for graduation with the registrar's office <https://www.elms.edu/student-life/academic-resources/registrar/graduation-terms-conferral-dates/>. Deadline November 1, 2019.
- Order cap and gown from the bookstore by August 30 in order to have it by Opening Convocation, which is held in September. The ultimate deadline to have your regalia in time for the May commencement is March 30, 2020.
- Attend Countdown to Commencement, March 26, 2020. Countdown to Commencement is a day for students to get all their graduation requirements completed in one place. It is held on the main Chicopee campus and is optional, but all are encouraged to attend.
- Pay any balances with Student Accounts office.
- Order co-curricular stole online or apply to wear a stole. Deadline to order or apply to wear a stole is February 14. See commencement website for further instructions and information about wearing stoles <https://commencement.elms.edu/student-information/#stoles>. Pick up of the co-curricular stole will be in the Dean of Students office. Communication will be sent when available in April.
- Consider applying to be a Gonfalon Carrier at commencement. Deadline is February 14, 2020. For more information please visit <https://forms.gle/QYBxxEG7kGYEWtX98> and fill out the application form.
- If you are a U.S. Veteran consider applying to carry the American Flag at commencement. Deadline is February 14, 2010. For more information please visit <https://forms.gle/QYBxxEG7kGYEWtX98> and fill out the application form.
- Request accommodations, if needed, from Student Accommodations and Support Services by emailing [sass@elms.edu](mailto:sass@elms.edu) by April 1, 2020.
- Confirm with Health Center that you do not have any holds and request copy of immunization records.
- Return all books to both the library and bookstore after finals are completed.
- Sign up to ride shuttle to commencement, if needed, with Laurie Fontaine, [FontaineL@elms.edu](mailto:FontaineL@elms.edu).
- Pick up honors cords from registrar's office, if applicable, the week before commencement. Please see commencement website for further information on honors cords.

- Pick up honors society cords from Academic Affairs Office, if applicable, the week before commencement. Please see commencement website for further information on honors society cords.
- Move out of Residence Halls and return keys to residence life. If you are not participating in Senior Week, move out is Friday, May 8. If you are participating in Senior Week, move out is commencement day, May 16, by 3:00 p.m.
- Attend Baccalaureate Mass and Undergraduate Hooding, May 15, 2020. Please RSVP at <https://forms.gle/3bRQZB3fjw5tPpo57> by May 11.
- Commencement Day, May 16, 2020. Congratulations!