

# Commencement *Checklist*

## *The Year Before*

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- By the end of MAY
  - ✓ Check Commencement website for event details.
  - ✓ Meet with your advisor to make sure you are on track.
  - ✓ Apply for graduation with the Registrar's office.

## *Fall Semester Before Commencement*

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- AUGUST – DECEMBER
  - ✓ Share with family and guests the details of the President's Commencement letter.
  - ✓ Make travel arrangements and book accommodations for out-of-town guests.

## *Spring Semester Before Commencement*

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- FEBRUARY
  - ✓ Pick up tickets from the Commencement website using your Pacific login credentials.

- MARCH
  - ✓ Attend Commencement Fair.
  - ✓ Pick up regalia from the Bookstore.
  - ✓ Attend School/College information session and check your Pacific e-mail for exciting Commencement updates.
  - ✓ Complete the pre-graduation survey available at the Commencement Fair and on the Commencement website.

- APRIL
  - ✓ Pick up regalia from the Bookstore.
  - ✓ Attend School/College information session and check your Pacific e-mail for exciting Commencement updates.
  - ✓ Complete the pre-graduation survey available on the Commencement website and at the Senior Celebration.

- DAY OF COMMENCEMENT**
  - ✓ Arrive and line up at the Alex G. Spanos Center by 8:00 a.m. with regalia on.

- AFTER COMMENCEMENT
  - ✓ Complete the pre-graduation survey available on the Commencement website.