Washington College **Graduation Checklist 2014**

Provided by the Registrar's Office • **registrar.washcoll.edu**

Status	Task	Due Date	Location
√	Attend Grad Fair #1 to order regalia, etc.	September 20-21	CAC Gallery
√	Apply for Graduation	October 15	Registrar's Office
	Order regalia and additional items online	October 15-March 1	**Form:** http://www.herffjones.com/college/WashingtonColl
	Meet with your faculty advisor(s)	**Seniors:** October 14-18 **Juniors:** October 21-25	Faculty Offices
	Register for Spring 2014 courses	**Seniors:** October 18-21 **Juniors:** October 25-28	**Online:** http://webadvisor.washcoll.edu
	Review graduation clearance letter #1 from the Registrar's Office	Sent in early December	Make registration changes on WebAdvisor; declare missing majors/minors via paper form
	Review graduation clearance letter #2 from the Registrar's Office	Sent in early January to students with outstanding deficiencies	Make registration changes on WebAdvisor; declare missing majors/minors via paper form
	Follow up on Fall 2013 Incomplete grades	Grade deadline: February 7, 2013	*Work must be submitted to instructor(s) before deadline*
	Attend Grad Fair #2 to order regalia, etc. (optional, not required if previously ordered)	February 21-22	CAC Gallery
	Withdraw from Graduation or Receive Permission to Not Attend (in Absentia)	In Writing by March 3	**Email:** registrar@washcoll.edu
	Submit a Transfer Credit Request Form for any outstanding transfer coursework	April 1	**Form:** http://registrar.washcoll.edu/student-forms.php
	Take residence life end-of-semester survey	By Wednesday, April 30	**Online:** http://residentiallife.washcoll.edu
	Schedule Financial Aid Exit Interview	By Thursday, May 1	Financial Aid Office
	Final deadline for SCE/thesis submission	Friday, May 2	*Some departments have an earlier deadline*
	Make gift to the Washington Fund and secure 100% participation from the Class of 2014	By Friday, May 9	**Form:** http://give.washcoll.edu
	Grade deadline for graduating students	**Tuesday, May 13**	Registrar's Office
	Clear student account, including library fines	**Wednesday, May 14**	Make payment in the Business Office or on WebAdvisor
	Attend Senior Excursion to Mt. Vernon	**Thursday, May 15**, 3:00 PM	*Departure location to be determined*
	Attend Senior Class Awards Luncheon	**Friday, May 16**, 10:00 AM	Miller Library Terrace
	Attend mandatory graduation rehearsal - pick up cap, gown, hood & tassel - pick up philanthropy cord (as new Alums!) - pick up allotment of tickets in case of rain - complete Cap & Gown Survey - update permanent address if needed	*Immediately following Luncheon*	Russell Gym, Johnson Fitness Center
	Late Regalia Pick-Up (irons provided)	**Saturday, May 17**, 8:30 AM	Toll Science Center and Dunning Hall
	Graduand Line-up for Robing	May 17, 9:30 AM	Toll Science Center and Dunning Hall
	Procession for Commencement ceremony!	**May 17, 10:30 AM**	**Campus Lawn** (or JFC in case of rain)
	Turn in dorm room and campus box key	Move out by May 17, 7:00 PM	*Keys are turned in to Public Safety*

For a comprehensive list of all student responsibilities and events related to Commencement, please visit http://www.washcoll.edu/calendar/commencement.php