If you are unable to attend Commencement Prep Day on Wednesday, April 26, 2017 in the CUB Ballroom, 10:00 a.m. - 3:00 p.m. this important information is for you.

Commencement Prep Day is for your convenience. It only takes about 30-45 minutes, and it is your opportunity to get ready for Commencement all in one place plus you can enter for a chance to win great prizes! However, if you cannot attend for any reason, you are responsible for completing the following steps:

1. The Senior Survey must be completed online. The deadline for completion is Wednesday, May 17 at 11:59 p.m. When completed, please stop at the Office of Institutional Analysis (2nd floor, Penn Hall) or email Qin Zhang (qzhang@gettysburg.edu) to get a confirmation slip. Then take the slip to the Bookstore to pick up your cap and gown.

2. Contact the Provost’s Office well before Senior Week (either call at 717-337-6833 or stop by 3rd floor Penn Hall) to confirm how your name should be pronounced when you receive your diploma during the Commencement ceremony.

3. Please complete the online update form for Alumni Relations at www.gettysburg.edu/alumni/infoupdate. Please be sure to include a non-gettysburg.edu email address and check “Alumnus/Alumna” as your relationship to Gettysburg College. Questions may be directed to alumni@gettysburg.edu.

4. A gift from the President’s Office may be picked up at the President’s office (3rd floor, Penn Hall) from April 27 – May 19.

5. Contribute to the Senior Class Gift online: www.gettysburg.edu/alumni2/give/many-ways-to-give.dot

6. You must stop at the Student Accounts office (1st floor, Penn Hall) to determine if you have an outstanding balance no later than Thursday, May 18 at 4:00 p.m.

7. Be sure to contact the Center for Career Development for career assistance. Visit www.gettysburg.edu/alumni2/career-services/index.dot

8. Stop at the Post Office (CUB) to be sure they have your forwarding address.

9. If you studied abroad and ordered a flag patch to wear for Commencement, please stop by the Center for Global Education office (2nd floor, CUB) before Senior Week to pick up the patch. (Continued on back)
10. Contact Renée Weikert at the IT Helpdesk (West Building) to arrange for network account transition and termination, and other IT/telecom needs.

11. You can order items online if you are interested:
   - **Yearbook (Spectrum):**
     https://shop.smart-pay.com/index.cfm?p=order-start&sid=74388&no=1
   - **Class rings, diploma frames, etc.:**
     bookstore.gettysburg.edu/site_graduation.asp

12. Regalia may be picked up in the Bookstore between Thursday, April 27 and Saturday, May 20 during regular hours (Monday – Friday, 8:00 a.m. – 5:00 p.m. and Saturday, 11:00 a.m. – 4:00 p.m.) On Saturday, May 20 the Bookstore has special hours from 9:00 a.m. – 4:00 p.m.

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**Commencement Questions?**

**Find answers at** [www.gettysburg.edu/commencement](http://www.gettysburg.edu/commencement)

The Gettysburg College Commencement 2017 website contains up-to-date information, including the events schedule, plus links containing important information for you, and for your family and guests.

Please keep looking at Digest announcements too!

*Diploma or graduation requirement questions?*  
Contact the Registrar’s Office at registrar@gettysburg.edu or 717-337-6240

*Other questions?*  
Contact Katie Barako, Commencement Coordinator at kbarako@gettysburg.edu or 717-337-6012