### Commencement Prep Day ’17

**Wednesday, April 26, 2017 • CUB Ballroom**

please visit anytime between the hours of **10:00 a.m. – 3:00 p.m.**

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<th>TIME TO ALLOW:</th>
<th>WHAT TO BRING:</th>
<th>Method of payment</th>
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<tbody>
<tr>
<td>• 30 – 45 minutes</td>
<td>o Student ID</td>
<td>(Student Charge, Cash, Check, Visa, MasterCard or Discover)</td>
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<td></td>
<td>o Updated contact information</td>
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Completing all required activities makes you eligible for prizes drawings at Check-Out! (the stations with an icon are required stops)

- **Senior Survey:** Complete a survey to avoid delays in obtaining your cap and gown. If you have not yet completed the survey online, computers will be available.

- **Name Pronunciation:** Confirm how your name should be pronounced when you receive your diploma on the big day!

- **Alumni Association and President’s Office Gift:** Update your permanent email address with the Alumni Office and pick up a special gift from the President’s Office.

- **Senior Class Gift Campaign:** Take this opportunity to make a class gift. If you have already made your donation of $20.17 or more, please stop by to pick up your invitation to the upcoming Senior Toast. New Cupola Society Associate donors can also pick up their engraved pint glasses at this time!

- **Student Accounts:** Determine if you have any outstanding debts.

- **Center for Career Development:** Get a career check-up to make sure you have the help you need after graduation. Tell us about your future career plans or any assistance you may need.

- **PNC Bank:** A representative will answer any questions about continuing a banking relationship after leaving Gettysburg College.

- **Yearbook:** Here is your chance to order your final yearbook!

- **IT:** Stop by for help with account transition and termination, handling your files, TV hardware and staying in touch with Gettysburg College.

- **Post Office:** Be sure that the Post Office has an up-to-date address to forward your mail.

- **Center for Global Education:** Did you study abroad? Don’t forget to stop by the Center for Global Education table to pick up your flag patch where they will even iron it on your robe for you!

- **Class Rings:** A representative from Balfour will be on hand for class rings.

- **Caps and Gowns:** If you ordered online, regalia will be ready for pick up. If not, a fee of $65 is due, payable by student charge (full charge only), cash, check, Visa, MasterCard or Discover. Regalia will be distributed to seniors who have completed the Senior Survey. Your regalia will also include a “Stole of Gratitude” which is a gift sponsored by the Alumni Association and the President’s Office.
Prep Day Instructions

1. Bring your ID and go to CUB 126 to check in and pick up a Sticker Card. Fill in your name and contact info.

2. If you have not yet completed the Senior Survey online, you must do so first. Computer stations are provided in the Ballroom. If you have already completed the Survey, please go to the Survey station for validation.

3. Visit each station around the Ballroom in any order, except save Cap and Gown until you have been to the other stations. Be sure to collect a sticker for your card at each table that has an icon (like 🎓 📜).

4. Cap and Gown pick up is the last required stop and can only be done with a completed Sticker Card. Once you have your regalia, if you studied abroad go to the Center for Global Education station and they will give you your flag patch and iron it on your gown for you!

5. Be sure to turn in your completed Sticker Card at the “Check Out” table before leaving the Ballroom to be entered into the drawings for great prizes.

Prizes include:
- A set of 4 Reserved Seating tickets for your guests during Commencement
- Student regalia package to wear on the big day!
- Gettysburg College diploma frame to display your achievement
- Class ring to wear with pride!
- Prizes from the President’s Office, Campus Rec, Alumni Office, and more....!

Commencement Questions?

Find answers at 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