Don’t miss Commencement Prep Day
on Friday, April 22, 2016 in the CUB Ballroom, 11am-4:30pm.

It will only take 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!

If you are unable to attend Commencement Prep Day for any reason, you are responsible for completing the following steps:

1. The Senior Survey must be completed online. When completed, please stop at the Office of Institutional Analysis (2nd floor, Penn Hall) 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. Update your address with Alumni Relations using either option below:
   - Complete a form: http://www.gettysburg.edu/alumni/infoupdate

4. A gift from the President’s Office and a special gift for 2016 graduates from the Gettysburg National Military Park to commemorate the 100th anniversary of the National Park Service may be picked up at the President’s office (3rd floor, Penn Hall) from April 25th – May 13th.

5. Contribute to the Senior Class Gift online: http://www.gettysburg.edu/alumni2/give/student-philanthropy/scgc/senior-class-gift-campaign.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 May 14 at 12 noon.

7. Contact the Financial Aid office if you have questions about loan repayments or to verify that Loan Exit counseling is complete (required for all Federal and College loans).

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

9. Stop at the Post Office to be sure they have your forwarding address (CUB).
10. If you studied abroad and ordered a flag patch to wear for Commencement, please stop by the Center for Global Education office before Senior Week to pick up the patch (2nd floor, CUB).

11. Contact Renée Weikert at the IT Helpdesk (West Building) to arrange for network account transition and termination, and other IT/telecom needs.

12. You can order items online if you are interested:
   - **Yearbook (Spectrum):**
     https://shop.smart-pay.com/
   - **Class rings, diploma frames, etc.:**
     http://bookstore.gettysburg.edu/site_graduation.asp

13. Regalia may be picked up in the Bookstore between Monday, April 25 and Saturday, May 14 during regular hours (Monday – Friday, 8 am – 5 pm and Saturday, 11am – 4 pm)

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**Commencement Questions?**

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

The Gettysburg College Commencement 2016 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