TIME TO ALLOW:  
- About 45 minutes

WHAT TO BRING:  
- Student ID
- Updated address info
- Method of payment (Student Charge, Cash, Check, Visa, MasterCard or Discover)

ACTIVITIES TO COMPLETE:

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

- **Gifts from the Alumni Association & President’s Office**: Pick up a special gift from the President’s Office and update your permanent email address with the Alumni Office.

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

- **Senior Gift Campaign**: Leave a lasting legacy with your class gift, stop by and make a positive impact on future Gettysburg students today. If you’ve already made your donation, please stop by to pick up your invitation to the upcoming Senior Toast and receive your class pin!

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

- **Financial Aid**: Stop by with questions as you prepare for loan repayment and verify that Loan Exit Interviews are complete.

- **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 OCS table to pick up your flag patch!

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

- **Caps & 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.

Completing all activities makes you eligible for prizes drawings at “Check Out”!
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. Be sure to sign the Class Book at the registration table.

3. 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.

4. Visit each station around the Ballroom in any order, except Cap & Gown is last. Be sure to collect a sticker for your card at each table that has an icon (like 🎓)

5. Cap & Gown pick up is the last stop and can only be done with a completed Sticker Card.

6. 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!
- Plus more...!

Commencement Questions?

Find answers at www.gettysburg.edu/commencement

The Gettysburg College Commencement 2015 website contains up-to-date info including the events schedule plus links containing important info 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