Seniors! Don’t miss Commencement Prep Day on Friday, April 24, 2015 in the CUB Ballroom, 11am-4pm.

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 (x6833) 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. You must stop at the Student Accounts office (1st floor, Penn Hall) to determine if you have an outstanding balance no later than May 16 at 12 noon.

4. Contact the Financial Aid office if you have questions about loan repayments, or if you have an outstanding loan exit interview (required for all Federal and College loans).

5. 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).

6. A gift from the President can be picked up at the President’s office (3rd floor, Penn Hall) from April 27th – May 15th.

7. Update your address with Alumni Relations using either option below:
   - Create or update your myGettysburg account:
     https://www.gettysburg.edu/dotCMS/login
   - Complete a form:
     http://www.gettysburg.edu/alumni2/explore/update-your-information.dot
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. Contact Renée Weikert at the IT Helpdesk (West Building) to arrange for network account transition and termination, and other IT/telecom needs.

11. Contribute to the Senior Class Gift online:
    http://www.gettysburg.edu/alumni2/give/student-philanthropy/scgc/senior-class-gift-campaign.dot

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

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