Seniors!

If you are unable to attend **Commencement Prep Day on Wednesday, April 25, 2018** 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** should be completed online. The deadline for completion is Wednesday, May 16 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. Stop by the Center for Religious & Spiritual Life to touch base with the chaplain regarding some details for the **Baccalaureate** service.

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

4. A **gift** from the President’s Office may be picked up at the President’s office (3rd floor, Penn Hall) from April 26 – May 18.

5. If you are interested in hearing more about or joining the **BOLD (Burgians of the Last Decade) Council**, please email Diane Lake at dlake@gettysburg.edu.

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

7. 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 17 at 4:00 p.m.**

8. 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.

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

10. 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

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

12. 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.

13. Regalia may be picked up in the Bookstore between Thursday, April 26 and Saturday, May 19 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 19 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 2018 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