

PREPARING FOR GRADUATION CHECKLIST

* MEANS REQUIRED ACTIVITY

✓	DEPARTMENT	TASK
	Registrar's Office	
		* complete the Application for Degree form and submit to the Office of the Registrar Application for Degree.pdf (francis.edu)
		request permission to walk at commencement (you may request permission to participate in the commencement ceremony if you are within six credits of your degree)
		request transcripts for employers, graduate school, etc.
	Herff-Jones	
		*order regalia by the April 14, 2023 deadline – Visit http://colleges.herffjones.com/college/sfu
		order graduation announcements at http://colleges.herffjones.com/college/sfu
	Business Office	
		*take care of final balance on bill
	Financial Aid	
		*complete online exit interview (required of those with Stafford or Perkins Loans)
	Center for Student Engagement	
		sign up for the Senior party scheduled for Thursday, May 11, 2023.
		order senior portrait/handshake photos - students and parents can log on to www.lifetouchevents.com .
	Major Department	
		*schedule exit interview (as required)
	Alumni Relations	
		attend Senior Picnic sponsored by the Alumni Office on Wednesday, May 10 at 5 p.m. in the JFK Lounge.
		join the SFU Alumni Association at Saint Francis Forever - Alumni Association – Alumni Association (imodules.com)
	General	
		volunteer to work on the committee planning the Baccalaureate Mass (see Fr. Chris Dobson in Campus Ministry)
		book hotel rooms for parents and other guests Welcome to SFU Saint Francis University
		attend the President's Awards Convocation on Tuesday, May 2, at 7 p.m. in Stokes
		attend the Baccalaureate Mass on Saturday, May 13, at 5:00 p.m. in Stokes
		Visit the Commencement link at http://francis.edu/commencement for any questions about events