

To: **2011-2012 Graduates**
From: Wanda Owen, Associate Registrar
Date: October 5, 2011

Re: **Preparation for Graduation**

If you plan to graduate this year, please read this letter carefully.

GRADUATION DEADLINES:

Oct. 24, 2011 **Fall Graduates: Due date for formal Degree Check* (Undergraduate level students)**

Nov. 14, 2011 **Degree Application due in Registrar's Office.** (form attached)
This applies to students graduating in fall 2011, spring 2012, or summer 2012.

➤ *If you do not return the form, we will assume you do not intend to graduate this year.*

Nov. 28, 2011 **Spring and Summer Graduates: Due date for formal Degree Check* (Undergraduate level students)**

***DEGREE CHECKS (Undergraduate level students):** If you have not had your formal degree check, contact the following immediately:

- Campus Day Students. Contact Wanda Owen, Associate Registrar (913) 758-6121 or ext. 6121.
- Evening/Weekend Undergraduates. Contact Wanda Owen, Associate Registrar (913) 758-6121 or ext. 6121.

GRADUATION EXERCISES: Formal graduation exercises are held only once a year. Mark your calendars now for May 12 (Commencement). May graduation exercises include persons completing degree requirements in fall 2011, spring 2012, and summer 2011.

If you plan to participate in graduation exercises in May, please indicate this on your Degree Application Form. Detailed information concerning graduation will be mailed in February to all who indicate their intent to participate. The purchase price for cap, gown, and hood ranges from \$70-90. Order forms and instructions will be sent to you in February.

GRADUATION FEE: A graduation fee of \$100.00 is a one-time fee, payable during the semester in which you complete degree requirements. The graduation fee helps to cover general costs related to graduation, such as transcript processing, diploma, commencement activities, etc. The graduation fee is included in your semester charges and is paid directly to the Business Office.

CLASS RINGS: Class rings may be ordered any time of the year via the online Spirit Shop link. A \$50.00 deposit is required to order the rings and will take 2-3 months to arrive. Address any questions to Teri Mullis in the University of Saint Mary Spirit Shop (913) 758-6114 or mullis15@stmary.edu

If you have questions about any of the above items, please feel free to contact one of the following:

- Your Academic Advisor or Program Coordinator
- Wanda Owen (913) 758-6121 or owenw@stmary.edu