To: **2012-2013Graduates**
From: Wanda Owen, Associate Registrar
Date: October 5, 2012

Re: **Preparation for Graduation**

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

GRADUATION DEADLINES:

Oct. 22, 2012 **Fall Graduates: Due date for formal Degree Check* (Undergraduate level students)**

Nov. 12, 2012 **Degree Application due in Registrar's Office.** (form attached)
This applies to students graduating in fall 2012, spring 2013, or summer 2013.

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

Nov. 30, 2012 **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 11 (Commencement). May graduation exercises include persons completing degree requirements in fall 2012, spring 2013, and summer 2013.

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 are "to be determined", but usually range from $90-120.
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.

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