

Undergraduate Student Graduation Information and Checklist
Office of the Registrar
2019-2020

Important Dates

Application Deadlines

June 28, 2019	Summer Graduation Application Period
October 11, 2019	Fall Graduation Application Period
February 7, 2020	Spring Graduation Application Period

December Ceremony

November 1, 2019	Deadline to order Commencement announcements (in the Bookstore)
November 1, 2019	Deadline to order Nursing Pins (in the Bookstore)
<i>After</i> Dec. 2, 2019	Pick up your cap and gown (in the Bookstore)
Saturday, Dec. 14, 2019	Fall & Summer Commencement Ceremony

May Ceremony

March 20, 2020	Deadline to order Commencement announcements (in the Bookstore)
March 20, 2020	Deadline to order Nursing Pins (in the Bookstore)
<i>After</i> April 27, 2020	Pick up your cap and gown (in the Bookstore)
Friday, May 8, 2020	Baccalaureate Ceremony – Queen of Peace Chapel
Saturday, May 9, 2020	Spring Undergraduate Commencement Ceremony – Ebeid Rec. Center

Check www.lourdes.edu/commencement for more information about the ceremony.

Graduation Application Checklist

- Complete the “Student Section” of the application and the Cap and Gown order form
- Take application to the Student Accounts/Cashier’s Office to complete the “Payment Section”
- Take application to your advisor to complete the “Advisor Section”
- After all three sections have been completed and signed, submit the application, accompanying paperwork, and Cap and Gown order form to the Registrar’s Office by the application deadline

Important Information

Diplomas

Your diploma and transcripts will list your graduation date based on the term in which you complete your requirements: July 27, 2019 (Summer), December 14, 2019 (Fall), or May 9, 2020 (Spring). Diplomas will be distributed at the commencement ceremony for Fall and Spring graduates. Diplomas will be mailed to the address listed on students’ applications for Summer graduates and to those who choose not to participate in the ceremony. If you change your address, notify the Registrar’s Office in writing.

Participation in Commencement

Students are invited to participate in *one* commencement ceremony. Summer and Fall graduates can choose between the December and May ceremony. Spring graduates can participate in the May ceremony. Students must pay the graduation fee regardless of participation.

Students must complete all requirements prior to Commencement in order to participate in the ceremony (i.e., grades complete, transfer work confirmed with official transcript, service learning hours recorded, etc.).

Outstanding Financial Requirements

The University cannot release your diploma or any copies of your transcript if you have any outstanding financial debts. However, you may still graduate and participate in the ceremony if you meet all degree requirements. If you have any questions about your financial record, contact the Student Accounts Office.

Commencement Regalia (Caps & Gowns) – Deadline to order Oct. 11, 2019 (Fall) Feb 7, 2020 (Spring)

All graduates must wear caps and gowns during the Baccalaureate and Commencement ceremonies. The cost of the cap and gown is included with your Commencement fee. The order form is included in this packet and should be submitted with your completed application.

The caps should be worn straight on your head. The cap and gown are yours to keep. You do not need to return them after the ceremony.

Tassel Placement: Undergraduate students should wear the tassel on the right side; students will be instructed to move the tassel to the left during the ceremony. Graduate students should wear the tassel on the left side.

Honors Tassels: Undergraduate students with a GPA of 3.5 or better will wear the gold Honor Tassels on their caps. After May 1, 2020, tassels will be available for pick up.

Commencement Announcement Orders

Students can order commencement announcements from the Lourdes University Bookstore. The announcements are not included in the Commencement fee and cost approximately \$2 - \$3 each.

Guests

For more guest information about tickets, parking, accessibility services and more, please check the website as the commencement date nears.

Graduate Names in the Media

News of your commencement from Lourdes University will be submitted to over 30 Ohio and Michigan local newspapers following the Commencement ceremony. If you prefer that your name not be included among the graduates, please inform the Office of University Relations.

Communications

Notify the Registrar's Office of any address changes. Instructions for Baccalaureate and Commencement are mailed in April, and it is important that you receive these communications. Check your Lourdes email account for important information and updates.

More information will be posted to www.lourdes.edu/commencement as it becomes available.