

### Convocation Deadlines 2009-2010

	<b>Autumn 2009</b>	<b>Winter 2010</b>	<b>Spring 2010</b>	<b>Summer 2010</b>
Final Day for Accepting Degree Applications	October 2	January 8	April 2	June 25
Provisional Convocation Lists due to John Plampin (1)	October 2	January 8	April 2	June 25
Notated Transcripts sent to Deans of Students (2)	October 9	January 15	April 9	July 2
Convocation List sent to Trustees (3)	October 16	January 22	April 16	July 9
Absolutely no activity to create A/R items i.e. late registrations, reinstatements, etc. (4)	October 30	February 5	April 30	July 23
Convocation Mailing to students by the Registrar's Office (5)	October 30	February 5	April 30	July 23
Name changes and degree verifications due (6)	October 30	February 5	April 30	July 23
Prior quarter grades due	November 25*	March 5	May 28	August 13
Final Convocation lists due (7)	November 25*	March 5	May 28	August 13
Tuition/Fee deadline (8)	November 25*	March 5	May 28	August 13
Current quarter grades due	December 4	March 12	June 4	August 20
All students who have not met requirements removed from convocation list (9) (including grades, financial obligations, etc.)	December 4	March 12	June 4	August 20
Convocation	December 11	March 19	June 12	August 27

*\*Please note early deadline due to Thanksgiving Holiday.*

**Please see notes on the next page**

*Please relate the numbered paragraphs below to corresponding numbers on the convocation calendar of deadlines*

1. Provisional lists due from all Divisions and Schools that have students on the list to graduate at the end of the current quarter. The list is arranged by degree type and includes student name, UCID #, address (including e-mail and phone), and department.
2. John Plampin sends a copy of each student's academic record based on the provisional list. He has compared the transcripts with the degree applications that have been submitted to him. Each transcript is noted with discrepancies and missing information, such as previous institutions, name on applications that differ from the official names on an academic record where a name change form is required; prior quarter missing grades, admission to candidacy, etc. *(See also (5) on the calendar, the deadline for resolving the discrepancies as noted on the transcript of records).*
3. Once the Convocation list is sent to the Board of Trustees, it is not possible to add students to the Convocation list, even via petition from the area Deans of Students. Because of the need to check requirements, completions, collect data, order diplomas, and monitor and clear restrictions, among the many offices involved.
4. **This deadline is important!** Students who for any reason must be registered must do so by this date. Students whose current quarter registrations were canceled due to restrictions at the beginning of the quarter must be reinstated by this date. No changes that affect billing in any form (current or prior balances) should be made after this date.
5. The convocation mailing this office sends to students on the provisional lists includes a degree card, a cap and gown order form, instructions about the convocation ceremony, a ceremony video order form, and a letter explaining academic and financial deadlines.
6. Degree verifications questioned by John should be returned in alpha order by degree and include the student's ID number. **Name changes:** Diplomas will be ordered as the student's name appears on the degree application.

Please compare the name on the application with the full name shown in Gargoyle when you receive it and double check with the student that they indeed wish to change their name. If a name change is needed a name-change form must be completed and notarized, and these must be submitted by the deadline. If a student decides NOT to do a name change, notify John Plampin prior to the end of the *third* week of the quarter. After that point the diplomas will have been ordered as listed on the degree application, and a notarized name change will be required.

7. Final convocation lists from Deans of Students should be in convocation program format: alpha by degree to include full name of candidate as shown on application, previous degrees and institutions, and degree department. This list is to be sent either on a disk or as an attachment via e-mail. If you have any doubts about format, consult a prior quarter convocation program or call John. **Be sure that each graduating student has met all necessary requirements for graduation prior to adding the student to your final list. Your final list is your certification that the student has completed all requirements and can receive the degree. Any questionable student should be removed, or monitored very closely and removed before the convocation program is printed—also see #8 and #9 below.**
8. Students must have zero balances as of 4:00 pm on these dates. The Bursar will not make last minute arrangements. The Bursar's Office will arrange with the University Registrar to remove from the convocation list those students who have not cleared their accounts or made the necessary arrangements with the Bursar's Office.
9. This is a firm deadline! Please be sure students and staff are aware of it. On Monday morning of the final week of the quarter, the Registrar will send out notices to students whose names are being deleted from the list of degree candidates for any reason (if they have not already been removed and notified), and the program will be sent to the printers, so no further changes will be possible.