

**Convocation Deadlines 2012-2013**

	<b>Autumn 2012</b>	<b>Winter 2013</b>	<b>Spring 2013</b>	<b>Summer 2013</b>
Final Day for Accepting Degree Applications	October 5	January 11	April 5	June 28
Provisional Convocation Lists due to John Plampin (1)	October 5	January 11	April 5	June 28
Notated Transcripts sent to Deans of Students (2)	October 12	January 18	April 12	July 5
Convocation List sent to Trustees (3)	October 26	February 1	April 26	July 19
Absolutely no activity to create A/R items i.e. late registrations, reinstatements, etc. (4)	November 2	February 8	May 3	July 26
Convocation Mailing to students by the Registrar's Office (5)	November 2	February 8	May 3	July 26
Name changes and degree verifications due (6)	November 2	February 8	May 3	July 26
Prior quarter grades due	November 30	March 8	May 31	August 16
Final Convocation lists due (7)	November 30	March 8	May 31	August 16
Tuition/Fee deadline (8)	November 30	March 8	May 31	August 16
Current quarter grades due	December 7	March 15	June 7	August 23
All students who have not met requirements removed from convocation list (9) (including grades, financial obligations, etc.)	December 7	March 15	June 7	August 23
<b>Convocation</b>	<b>December 14*</b> (513 <sup>th</sup> Convo)	<b>March 22</b> (514 <sup>th</sup> Convo)	<b>June 15</b> (515 <sup>th</sup> Convo)	<b>August 30</b> (516 <sup>th</sup> Convo)

*\*Please note early start time of 2 pm due to Hanukkah*

**Please see notes on the reverse of this sheet**

## OFFICE OF THE UNIVERSITY REGISTRAR

### CONVOCATION DEADLINES—2012-2013

*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. Because of the need to check requirements, completions, collect data, order diplomas, and monitor and clear restrictions, among the many offices involved, late additions are possible only in exceptional circumstances and only if the university (not the student) has made an error. It is not possible to add students to the Convocation list once the list has been sent to the Board of Trustees, even via petition from the area Deans of Students.
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.

**Please see calendar on the obverse of this sheet**