

Convocation Deadlines 2016-2017

	Autumn 2016	Winter 2017	Spring 2017	Summer 2017
Final Day for Accepting Degree Applications	September 30	January 6	March 31	June 23
Provisional Convocation Lists due to John Plampin (1)	September 30	January 6	March 31	June 23
Notated Transcripts sent to Deans of Students (2)	October 7	January 13	April 7	June 30
Convocation List sent to Trustees (3)	October 21	January 27	April 21	July 14
Absolutely no activity to create A/R items i.e. late registrations, reinstatements, etc. (4)	October 28	February 3	April 28	July 21
Convocation Mailing to students by the Registrar's Office (5)	October 28	February 3	April 28	July 21
Name changes and degree verifications due (6)	October 28	February 3	April 28	July 22
Prior quarter grades due	November 23*	March 3	May 26	August 11
Final Convocation lists due (7)	November 23*	March 3	May 26	August 11
Tuition/Fee deadline (8)	November 23*	March 3	May 26	August 11
Current quarter grades due	December 2	March 10	June 2	August 18
All students who have not met requirements removed from convocation list (9) (including grades, financial obligations, etc.)	December 2	March 10	June 2	August 18
Convocation**	December 9 (529 th Convo)	degrees conferred** (pick up or mail)	June 11 (530 th Convo)	degrees conferred** (pick up or mail)

**Please note early deadlines due to Thanksgiving*

***Please note the exact form of degree conferral for Winter and Summer is to be determined*

Please see notes on the reverse of this sheet

OFFICE OF THE UNIVERSITY REGISTRAR

CONVOCATION DEADLINES—2016-2017

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 photo order form, and a letter explaining academic and financial deadlines.
6. Degree verifications questioned by John Plampin 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 formatted as a WORD document, in 12 point Times Roman, sent as an attachment via e-mail. If you have any doubts about format, consult a prior quarter convocation program or call John Plampin. **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