

Graduation Timeline for Spring 2018	
February-Early March	
<ul style="list-style-type: none"> • Review graduate report to ensure all prospective graduates within your program have been identified and submit to Office of Admissions & Records by March 9th, 2018 • If candidate does not appear on report: <ul style="list-style-type: none"> ➢ review their degree audit in DegreeWorks to ensure the student has the correct catalog, program, and enrolled in their final program requirements ➢ Initiate any course substitutions, if needed ➢ Add candidate to report and submit Office of Admissions and Records by March 9th, 2018 	
Mid-March	
<ul style="list-style-type: none"> • Final graduate list submitted to Marching Order by March 23rd 2018 • Notification to RSVP for the commencement ceremony sent to the candidates' JagMail account • Complete the RSVP by April 13th, to let us know that you plan to participate in the upcoming commencement ceremony to reserve your seat, cap/gown and tickets 	
April	
<ul style="list-style-type: none"> • Candidate names submitted for development of commencement program by April 4, 2018 • Notification to candidates to pick up cap/gown and tickets sent to JagMail account • Schedule distribution for Dual students with ISDs • Distribution starts on April 16th and ends on May 04, 2018 	<i>Plan a trip for everyone to pick up cap/gown in one shot</i>
May	
<ul style="list-style-type: none"> • Distribution ends on May 4, 2018 • COMMENCEMENT DAY MAY 11TH AND 12TH 2018 <ul style="list-style-type: none"> ➢ Candidates must arrive at least 1 hour prior to ceremony to check-in and prepare for ceremony ➢ All guests must have their tickets to enter facility 	<i>May 11 for ECHS/HS</i>
...After Commencement!	
<ul style="list-style-type: none"> • Final review and conferring of degrees begin on May 15, 2018 • Diplomas printed after all degrees have been conferred by end of June 2018 • List of candidates that did NOT graduate sent to department end of June 2018 • Notification to graduates to pick up diploma with Office of Admissions • Remaining diplomas mailed by end of June 2018 	

JAN	FEB	MAR	APR	MAY	JUN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
JUL	AUG	SEPT	OCT	NOV	DEC	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		

2/20/18

Graduation:

- All high schools will go on Friday 5/11/18
- Stoles must have STC logo
- Tix - principal and counselor come in through VIP
- March 9 deadline
- Decide if all stoles need the STC logo
- Clarissa will email list of 100% who still need to walk 16 students; check Odette Aguirre - Gaona will be cc'd to email to Sara

Scheduling:

- No Eng 1301, Add Eng 1302
- Look into Speech as an alternative for COSC. SpCH 1318 go into component area 1311, 1315, 1318, 1321, 2333, 2335 Learning Framework EDUC 1300
- No other changes to schedule
- Add MATH 1414 for E. Cruz 8th pd.

Junior Degree Audits

- Send Clarissa junior worksheet
- March 23, 2018 Degree Audits