



# GRADUATION CHECKLIST

*Ready to graduate? Make sure you've checked off all the essential tasks below to ensure you're really ready to go.*

## **Please note the following about Diploma Applications:**

The deadline to submit your Diploma Application for spring is April 1. Late applicants are welcome to participate in the Commencement ceremony, but your name may not appear on University of Mary graduation publications.

Submit only one Diploma Application; please do not submit multiple Diploma Applications per academic year.

If you need to update information such as address or name, contact our office directly at **701-355-8080** or **[graduation@umary.edu](mailto:graduation@umary.edu)** and we will adjust your information.

## **GRADUATION ATTIRE**

Attire is strictly academic; please refrain from adding additional adornment.

**The deadline for purchasing online graduation attire for Bismarck Main Campus or Bismarck/Fargo Butler Center GradFest pick-up is January 13 at 11:59pm CST. The deadline for purchasing online attire for home shipping is March 24 at 11:59pm CST.**

- Meet with your Academic Advisor for graduation eligibility and a final graduation audit.
- Ensure that your Academic Advisor has submitted your Graduation Audit.
- Complete and submit the Diploma Application. This is the form that tells the Registrar to process your degree for conferral. If you don't submit it, your degree won't be processed or awarded.
- Ensure that you have fulfilled all academic requirements and financial obligations, which includes the graduation processing fee of \$100. The graduation processing fee is charged to your account when you register for the Student Competence Assessment survey course(HUM 499/799/999).
- Purchase graduation attire, announcements, etc. and invite your guests to attend. Commencement 2022 is on Saturday, April 30, 2022 at 2:30 pm at the Bismarck Event Center. Visit **[www.umary.edu/graduation](http://www.umary.edu/graduation)** for full details.

Purchasing graduation attire is the student's responsibility.

All undergraduate gowns, caps, and tassels are black.

Master's gowns, caps, and tassels are all black; must have the appropriate master's hood for your academic degree.

Doctoral gowns and caps are all black. Tassel is canary yellow; must have appropriate doctoral hood for your degree.

You may order any graduation attire, rings, announcements, frames, etc. from the online graduation store. You can find the link to the store at **[www.umary.edu/graduation](http://www.umary.edu/graduation)**. For customer service or to place an order, please contact Jostens at 1-800-854-7464.



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## QUESTIONS & ANSWERS

### **What is the difference between Commencement and Graduation?**

Graduation is when you officially complete your degree or program and have your degree conferred by the Registrar. All students must fulfill all university, school, and departmental requirements before graduation can take place. Commencement, on the other hand, is the ceremony that celebrates graduating students' academic achievements. Attendance of Commencement does not guarantee graduation/degree conferral.

### **When do I get my diploma?**

Diploma packages are mailed after the degree has been conferred and all financial obligations have been met. Students who do not attend the ceremony will also receive the University of Mary plaque and a copy of the Commencement Program. Diploma packages are mailed to the address indicated on the diploma application and take approximately 5-7 business days to arrive once mailed. If no address is given on the diploma application, we will mail your materials to the permanent address we have listed in the student database. Make sure your address is current in our database to ensure speedy delivery.

### **How do I receive a duplicate diploma?**

Duplicate diplomas are available for a \$25 charge. Payment can be made in person or over the phone with a credit card. You may contact 701-355-8080 or [graduation@umary.edu](mailto:graduation@umary.edu) for further assistance.

### **Do I need to make reservations for Commencement?**

The Diploma Application reserves a seat at Commencement for each student. Guests do not need to make further reservations.

### **Are there multiple Commencements each year?**

The University of Mary holds one yearly Commencement at the end of the spring term for Bismarck and Grand Forks, AFB, ND locations. Students should indicate on the Diploma Application which Commencement location they will be attending in the spring. Students who are expecting to graduate in the fall, spring, or summer within the current academic year are eligible to attend.

### **Will Commencement be available for viewing online?**

Yes, you can watch the ceremony live via online streaming accessed through our website: [www.umary.edu](http://www.umary.edu) or on YouTube following the event.



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