

**GRADUATE CHECKLIST**  
**Spring 2023 Commencement**  
**May 6, 2023**

Graduate, please use the following checklist to make certain you have taken all the necessary steps to be prepared for the Commencement Ceremony and to ensure receipt of your diploma.

- My Application of Intent to Graduate Form submitted to the Registrar's Office \*\* (due March 1). Be sure to provide the audio of the pronunciation of your name as you complete this form.
- RSVP for Graduate Reception\*\* by April 24.
- RSVP for Senior Breakfast\*\* by April 24.
- All tuition, fees, and any other payments or fines cleared through the Student Accounts office (this also includes parking tickets, and Student Life fines). Must be paid by 12:00 noon on Wednesday, **May 3**. Contact student accounts at (903) 233-4140 (Non-traditional Campus students) or (903) 233-4130 (Traditional Campus students) with any questions.
- All library fines paid by Wednesday, **May 3 at 12:00 noon**. Contact the library at (903) 233-3260 with any questions. Fines must be paid to receive your diploma.
- Accessible Seating Request Form\*\* (*for guests*), if needed. (If you have questions regarding your request or the form, contact Wanda Davis ([WandaDavis@letu.edu](mailto:WandaDavis@letu.edu)) (wheelchair or other accessible seating needs).
- Any special accommodations I need have been communicated to the Provost's Office to Monti Channon ([MontiChannon@letu.edu](mailto:MontiChannon@letu.edu)) (i.e. wheelchair, hearing/vision impaired).
- If desiring to wear veteran recognition cord at Commencement, I have communicated with the Registrar ([Registrar@letu.edu](mailto:Registrar@letu.edu)) in the Registrar's Office by **March 31<sup>st</sup>**.
- If desiring to wear an international sash at Commencement, I have completed the form\*\* located on the graduation website - [www.letu.edu/graduation](http://www.letu.edu/graduation) by **March 31<sup>st</sup>**.
- Graduation Livestream link shared with family: <https://vimeo.com/event/2759225>. Download will be available after the ceremonies.
- Parking Sign\*\* printed to place in my window when arriving on campus for graduation (for graduates living off campus) and have read the Traffic Information.\*\*
- Students: Close your CPO with the mail center by **May 4<sup>th</sup>**.
- I have read through the Graduate Information and Commencement Ceremony Instructions \*\* provided and understand where I will go on graduation morning.
  - Graduate registration and regalia pick-up in **Allen Family Student Center Lobby**.
  - Then proceed to the **Allen Family Student Center Great Room** for line-up.

\*\*Indicates form or instructions are available at [www.letu.edu/graduation](http://www.letu.edu/graduation).

**Reminder: NO SEAT SAVING. Seating** for guests to attend Commencement is on a first come – first served basis.