

# Commencement Checklist

- MONDAY, MARCH 18** Complete your RSVPs online (even if you are unable to attend) at <http://www.wilmington.edu/cincinnati/commencement/>
  - Commencement Weekend Attendance—Cincinnati Branch (must complete)
  - Guest Handicapped Seating request (if needed)
  
- WEDNESDAY, MARCH 20 – FRIDAY, APRIL 12** Pick up your six (6) Commencement Tickets
  - Bring a photo ID to Blue Ash to receive your original tickets
  - Request additional Commencement tickets if needed
  
- FRIDAY, MARCH 29** Deadline to order your cap and gown
  
- THURSDAY, APRIL 11** First day to pick up cap and gown
  
- MONDAY, APRIL 15 – FRIDAY, MAY 3** Pick up extra Commencement tickets
  
- THURSDAY, APRIL 18** Students who still have a balance on their accounts must pay in full by Thursday, April 18, to receive their diploma at Commencement. **This includes all spring 2019 degree candidates who receive tuition reimbursement and who want to receive their diploma at Commencement.** Students who wish to pay their account balance in cash (available only at the Student One Stop center on the main campus) may pay up to **FRIDAY, MAY 3.**
  
- DUE FRIDAY, APRIL 19, BY NOON** Complete your Online Federal **Stafford** Loan Exit Counseling Session at <http://www.studentloans.gov>. Be sure to **SIGN IN**, click on **COUNSELING**, click on **EXIT COUNSELING**, and follow prompts. WC will receive written confirmation when you have completed this federally mandated requirement.

**TRANSCRIPTS**—For spring graduates who attend Commencement, one complimentary copy of the final transcript will be mailed to home addresses the week following Commencement. For spring graduates who do not attend Commencement, one complimentary copy of the final transcript will be mailed to home addresses along with diplomas the week following Commencement. Additional copies of transcripts may be requested through [www.wilmington.edu](http://www.wilmington.edu) by clicking on “Request Transcript” at the bottom of the first page. There is a fee for additional transcripts.