

COMMECEMENT CANDIDATE CHECKLIST

TO: All May 2010 Candidates for Graduation **FROM:** Dominick A. Carachilo, VP, Academic Affairs

As a candidate for graduation, there are a variety of items requiring your attention to make possible an orderly process leading us from this date through the Commencement Exercises on Sunday afternoon, May 9, 2010.

Candidate Checklist	
Item	Responsibility
1	You must complete all requirements set forth by Johnson College and by each instructor. This includes all tests, examinations, projects, notebooks, term papers, speeches, etc.
2	Return all books, periodicals or other materials borrowed from the library by April 30, 2010.
3	Pick up your cap and gown at the Academic Affairs Office, beginning April 26, 2010 but no later than Wednesday, May 5, 2010.
4	Remove all financial obligations to Johnson College by April 30, 2010; this includes the yellow clearance form from the Financial Aid office.
5	Complete your Senior Exit Survey on-line. The survey link will be available on Johnson College's homepage beginning on April 1, 2010.
6	Return all supplies, materials and books borrowed from Student Support Services by April 30, 2010.
7	Class pictures will be available through the photographer at a cost of approximately \$10.00 per print. (Your class picture will be taken following commencement practice on May 7, 2010) (Class pictures will be available for purchase at commencement on May 9, 2010)
8	Report to Commencement Practice promptly at 9:00 a.m. on Friday, May 7, 2010 , in the Moffat Gym. <i>Appropriate Attire must be slacks, shirt, necktie, shoes and socks. Ladies may wear a casual dress or pants suit. You must bring your cap, tassel, and gown with you, making certain your gown is <u>pressed</u>.</i>

Please note: It is our desire that your graduation be as near perfect as possible. This requires the presence, on time, at the rehearsal of **ALL CANDIDATES FOR GRADUATION. PLEASE DO NOT ASK TO BE EXCUSED.**

Graduation: **Please report to the Scranton Cultural Center, Masonic Temple, 420 N. Washington Avenue, Scranton on Sunday, May 9, 2010, by 1:15 p.m.**

SPECIAL NOTE:

You have devoted a considerable amount of time, effort, dedication and energy to your program of education. You should plan to be present to receive your degree. Should circumstances prohibit your attendance at the commencement, a letter requesting to be excused should be directed to the Vice President of Academic Affairs no later than April 30, 2010. Please remember. This is a day you have prepared for and for which your parents and loved ones have patiently waited. May you each do your part to make the occasion one we can look back upon with pride.
Thank you.

Candidates receiving this information should realize that they are required to meet all requirements for graduation from their program of study and receiving this documentation is not to be misinterpreted as confirmation of completing all graduation requirements.