

# Preparing For Commencement Checklist



- Registrar
  - Review your degree audit
  - Update your permanent address
  - Verify diploma name
  
- Bursar
  - Pay outstanding bills
  
- Financial Aid
  - Complete exit interview
  - Gather loan repayment information
  - Create an account with \$ALT: your guide to successful finance and debt management [www.saltmoney.org](http://www.saltmoney.org)
  
- Order cap and gown
  - Purchase honor cord (if applicable)
  
- Pick up Commencement invitations
- Sign up for transportation to Commencement
- Purchase Senior Reception Dinner Cruise ticket(s)
  
- Apply for the Outstanding Senior Award or apply to present the Senior Address
  
- Purchase Sustinet yearbook
  
- Alumni Affairs
  - Order Commencement DVD
  - Update your permanent contact information
  - Register for Eastern Celebrates “Big Tent Barbeque”
  
- Make the “High 5” pledge
  
- Review senior events on the University events calendar
  
- Attend the Commencement Fair in preparation for the Commencement ceremony