

Graduation Tasks Timeline

Crete Campus

May 2023



February - May

- Graduates are emailed a graduation application link to complete. This is where you tell us your diploma name and if you plan to walk in the May ceremony. **REQUIRED**
- Complete FA senior loan counseling at studentaid.gov. This is a federal **REQUIREMENT** for graduates who borrowed federal loans. Seniors will receive an email from the Financial Aid Office with instructions.
- Make an appointment with the College to Career Center to discuss job search resources.
- Donate to the Class of 2023 Senior Gift Campaign

April

- April 8 Students are emailed a link to complete the First Destination Survey through the Career Center's Handshake platform. **Survey required prior to purchasing a gown.**
- April 13 Students emailed a link to complete the Graduation Survey. **Completing this survey waives the \$40 graduation fee.**
- Cap and gown are available for purchase in the bookstore. Estimated cost around \$40.
- Commencement invitations emailed from the President's office to students and parents. Contact the Registrar's Office at registraroffice@doane.edu to verify or update your parents email address.
- An email application is sent to graduates to apply to be a speaker at the Baccalaureate service.
- Commencement invitations are available for students to purchase for their guests at cbgrad.com.

May

- If not already received, transcripts from courses taken elsewhere need to be received by May 1.
- If you have any "I" incomplete or "IP" in-progress grades finish up the work.

May 8-12 Week prior to graduation

- Visit Service Bureau to leave a forwarding address and return your mailbox key.
- Check with Business Office to see if all charges are paid. You will not receive your diploma on graduation day if you have an outstanding balance (parking tickets, room fines, etc.).
- Log into your Student Health portal at doane.studenthealthportal.com to download a copy of your immunization records, as you may need it for future reference.

May 10 Wednesday

- All keys checked out (excluding residence hall room keys) must be returned to the Doane Safety Office. Failure to do so will result in a daily charge and finally a charge for lock replacements.

May 11 Thursday

- Senior Toast at 4:30 p.m. Cassel Theatre/Patio hosted by the Doane Alumni Office
- Graduation Rehearsal following Senior Toast Heckman Auditorium **REQUIRED**

May 12 Friday

- Honors Convocation 1:00 p.m. Heckman Auditorium BY INVITATION ONLY
- Baccalaureate 6:00 p.m. Heckman Auditorium
- President's Concert 8:00 p.m. Heckman Auditorium

May 13 Saturday

- Graduation/Commencement 2:00 p.m. Diplomas presented showing degree you received (Bachelor of Arts or Bachelor of Science).

Post-Graduation

- Transcripts ready with degree, major(s), and minor(s) notated. www.doane.edu/transcript