

JSG SPRING '19 COMMENCEMENT STUDENT CHECKLIST

Friday, May 24, 2019

(times may change slightly)

10:30-12:30pm	JSG Graduation Brunch, Holland Family Student Center
10:30-11:30am	Student Check-in, JGB
2:00-4:00pm	JSG Commencement Ceremony, W. C. Hogg Auditorium (HMA)

BEFORE GRADUATION DAY

Confirm your degree status

UNDERGRADUATES: Review your **degree audit**, and verify that ALL requirements are complete. Schedule an appointment with your academic advisor immediately if your audit is not 100%.

MASTER's & PhD's: Contact your program Graduate Coordinator with any questions about your status.

Submit UT Application to Graduate

UNDERGRADUATES - **DEADLINE APRIL 8, 2019**

SPRING & SUMMER 2019 GRADUATES - Complete the [Graduation Application](#)

MASTER's & PhD's – **DEADLINE APRIL 19, 2019**

SPRING & SUMMER 2019 GRADUATES - Complete the [application to graduate \(MS,PhD\)](#)

RSVP to participate in JSG Commencement Ceremony

JSG students graduating Fall 2018, Spring 2019 or Summer 2019 planning to participate in the JSG ceremony *must* complete the [JSG Commencement RSVP](#) by **Monday, April 25th** in order to have your name printed in the program, walk in the ceremony, receive guest tickets, and more.

Purchase Regalia

Academic regalia is required for all JSG students participating in the JSG ceremony. Regalia consists of:

	Black Robe	Mortar Board	Tassel	Hood	Stole
BA/BS	X	X	Geosciences	N/A	Geosciences
MA/MS	X	X	Geosciences	Geosciences	N/A
PhD – Custom	All inclusive set (gown, hood, tam w/gold tassel)				N/A
PhD – Traditional	w/velvet inlays	mortarboard or tam	Geosciences or gold (depends on hat choice)	Traditional Doctoral Hood	N/A

Academic regalia can be purchased from the [University Coop](#); Doctoral caps & gowns are available for purchase or rent (see Co-op deadlines)

Graduating students that choose to borrow regalia, still need to purchase a tassel *and* stole *or* hood.

Only academic related additions to the regalia are allowed (ex. UT Austin orange/white honor cords, honor society stoles, etc.)

University Co-op Regalia Purchase Deadlines

Doctoral PURCHASE deadline	March 31 st	Doctoral RENTAL deadline	April 14 th
Master's Regalia deadline	May 5 th	Bachelor's Regalia deadline	May 12 th

Visit the University Co-op website for additional details:

<https://www.universitycoop.com/graduation>

□ Get Your Diploma Ready

There are several steps to ensure you're ready to receive your diploma. Visit the [UT Registrar's](#) website for details and instructions asap.

□ RSVP to Attend UT 136th Spring Commencement Ceremony

All JSG graduates and their families are encouraged to take part in the University's 136th Spring Commencement on Saturday May 25, 2019 at the UT Tower at 8pm (participating students arrive by 7:30pm). Consult the [UT 136th Spring Commencement website](#) for information about getting a participant ticket, schedule of events, and more.

□ Attend JSG Commencement Open House

ALL JSG students participating in the spring commencement ceremony **must** attend one of the JSG Commencement Open Houses listed below.

Friday, APRIL 12 th	2:00-4:00pm	JGB 2.218 **Door Prizes**
Thursday, APRIL 18 th	11:00-1:00pm	EPS 1.126 **Free Coffee Coupons**
Wednesday, MAY 1 st	9:30-11:30am	Barrow Conf. Room (JGB 4.102)

At each open house we will provide students with important information about their role in the JSG ceremony such:

Confirm Program Listing	Finalize Bio for Ceremony
Review Parking & Accessibility	Distribute Guest Tickets
Detailed Schedule of Events	and more....

Open House attendees are guaranteed a seat for the ceremony and the allocated # of guest tickets. If additional tickets are available, they will be offered to open house attendees only.

Fall 2018 Graduates & Out-of-Town Participants: JSG students planning to participate in the JSG Spring Commencement that have already graduated (Fall 2018) and cannot attend a scheduled JSG Commencement Open House due to work, living out-of-town, etc. can contact [Nicole Evans](#) directly to make alternative arrangements. Please do so before May 1st.

□ Share Photos

Share your JSG memories with family and friends by emailing your favorite pictures to [UTBox](#). These photos will be part of a slideshow during the JSG Class of '19 Commencement reception.

ON GRADUATION DAY

Schedule of Events – May 24, 2019

Time	Activity	Location
10:30-12:30pm	JSG Graduation Brunch	Holland Family Student Center
10:30-11:30am	Participating student check-in	JGB, room TBA
	Individual & class photos taken during brunch <i>Students must check-in by 11am to guarantee time for their professional individual photo</i>	
12:15pm	Class Photo	
12:30pm	Depart JGB for TX Union Theatre; leave <u>all</u> belongings @JGB	
1:00pm	Assemble at TX Union Theatre	
2:00pm	Ceremony begins	Hogg Memorial Auditorium (HMA)
	<i>During the ceremony each graduates' name will be called and 1-2 photos taken as you cross the stage; one with the Dean, a second when you are hooded or receive cords.</i>	
4:00pm	Ceremony ends	
8:00pm	University Ceremony, Check-in by 7:30pm	UT Tower

Personal Items

- Graduates cannot bring any personal items to the ceremony as there is nowhere to secure them during the ceremony. Plan to leave these items at home, in your car or with your family.
- It is recommended that those participating in the ceremony carry cell phones and keys on a wristlet or in clothing with pockets.

AFTER GRADUATION DAY

- Complete JSG Exit Survey
- Turn in keys to the UT key office
- Return all JSG field equipment, computer equipment, and pack up office/work space
- Stay in touch! Let JSG know if you move, where you're working, and other news