

JSG SPRING '18 COMMENCEMENT STUDENT CHECKLIST

Saturday, May 19, 2018

JSG Class of '18 Reception

Holland Family Student Center (JGB 2.102), 12:30 - 1:30pm

JSG Commencement Ceremony

[LBJ Library Auditorium](#), 3:00-5:00pm (students arrive 1:45pm)

BEFORE GRADUATION DAY

Check your degree progress

UNDERGRADUATES: Review your **degree audit**, and make sure you've completed ALL requirements. If you have any questions, make an appointment with an academic advisor immediately.

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

Submit UT Application to Graduate

UNDERGRADUATES - **DEADLINE APRIL 2, 2018**

SPRING 2018 GRADUATES - Complete the [application for graduation](#) online.

SUMMER 2018* GRADUATES - Complete the [application to walk](#) online.

MASTER's & PhD's - **DEADLINE APRIL 13, 2018**

SPRING & SUMMER 2018 GRADUATES - Complete the [application to graduate \(MS,PhD\)](#) online.

RSVP for JSG Commencement

All graduating JSG students (Fall 20017, Spring 2018 & Summer 2018) who wish to participate in the ceremony must complete the [JSG Commencement RSVP](#) by **Friday, April 6, 2018** in order to have your name printed in the program, walk in the ceremony and receive guest tickets.

Purchase Regalia

Academic Regalia is required for all degree candidates participating in the ceremony and consists of a:

- Black robe and mortar board
- Earth Green tassel
- Earth Green stole (BA, BS) **or** Earth Green hood (MA, MS)

Bachelor, Master's and PhD regalia may be purchased from the [University Coop](#).

Graduating students that choose to borrow regalia, must also have or purchase a tassel *and* stole *or* hood.

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

Consult the University Coop website for important purchasing deadlines!

Verify Your Permanent Address

Diplomas are mailed approximately 6-8 weeks *after* graduation by the Registrar's Office directly to the graduate's permanent address on file with The University. Contact the [UT Registrar's Office](#) with questions.

RSVP to Attend UT 135th Commencement Ceremony

All Jackson School graduates and their families are encouraged to take part in the University 135th Spring Commencement on Saturday 19, 2018 at the UT Tower. Consult the event [website](#) for more information about pre-ceremony activities, parking, participant tickets and more.

** A student is eligible to participate in the spring commencement ceremony if they are within 12-15 semester hours of completing all degree requirements.*

☐ Attend JSG Commencement Open House

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

JSG Student Center (JGB 2.102A)		JSG Dean's Conference Rm (JGB 6.218A)	
Fri, April 13 th	10-11am	Fri, April 20 th	11-1pm
Tues, April 17 th	1-3pm		

At the open house students will receive important information about the ceremony including:

Verify program listing	Receive guest tickets	Parking and accessibility
Finalize bio	Receive alumni packet	and more...

☐ Share Photos

Share your JSG memories with family and friends by sending us your favorite pictures. These photos will be part of a slideshow during the JSG Class of '18 Commencement reception. [Email photos here.](#)

ON GRADUATION DAY

Schedule of Events – May 19, 2018

Time	Activity	Location
12:30-1:30pm	JSG Class of '18 Reception	Holland Family Student Center
1:45pm	Check-in for ceremony <i>Only participating graduates, faculty and event staff are allowed in the check-in areas.</i>	LBJ 3.122 - Undergraduates LBJ 3.124 – Master's & PhD's
1:45-2:30pm	Individual photos taken <i>Students must arrive by 2pm to guarantee time for their professional individual photo</i>	Student check-in room
2:35pm	Group Photo	
3:00pm	Ceremony begins	LBJ Auditorium
	<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 for DGS honors or JSG Scholars.</i>	
5:00pm	Ceremony ends	
8:00pm	University Ceremony	UT Tower

Personal Items

- Graduates should **not** bring personal items (purses, coats) to the ceremony as they cannot be left in the prep/green room(s) and there is no secure area to secure them during the ceremony.
- 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 with the JSG Alumni group