



# GRADUATION CHECKLIST

## ✓ Apply to graduate

Students must apply to graduate and indicate their intention to attend the commencement ceremony in the MyUW Student Center “My Academics” tab. Students must apply before April 3, 2020, to ensure their name will appear in the commencement program. Due to printing deadlines, your name will not appear in the printed Commencement Program if you indicate your intention to graduate after this date. Learn more at <https://kb.wisc.edu/helpdesk/page.php?id=4128>.

Special diacritical (accent) marks cannot be entered into the system when you apply to graduate. Names will not appear with diacritical marks in the program unless the commencement office is contacted prior to the apply-to-graduate date. Please email [commence@chancellor.wisc.edu](mailto:commence@chancellor.wisc.edu) to request the placement of accent marks, including specific instructions on which accent marks are needed and where they should be placed, after you apply to graduate. The commencement office will then manually add the marks into the printed program.

## ✓ Get to know your Senior Class Office

Get involved with your Senior Class Office by attending commencement-themed events or make a donation to the senior class gift: <https://seniorclass.students.wisc.edu>.

## ✓ Rent your attire

Candidates should wear academic attire appropriate to the degree to be conferred. To ensure that your academic regalia is reflective of your intended degree, please place your reservation order through the University Book Store. View the University Book Store’s timeline (<https://www.uwbookstore.com>) for picking up attire. Call (608) 257-3784, extension 5924, if you have questions.

Students planning to participate in the ceremony who are facing significant financial hardship and cannot afford to rent a cap and gown should email [commence@chancellor.wisc.edu](mailto:commence@chancellor.wisc.edu) for a scholarship request form in order to have the rental fees waived. The deadline to apply for the scholarship is March 30, 2020.

## ✓ Plan for accessible assistance

Graduates who require additional assistance during the ceremony should contact the commencement office directly. Please provide as many details as possible to assist us in best addressing your needs to ensure equal opportunity to participate in the ceremony. For guests in need of accessible assistance, please visit the website for information regarding seating and parking options: <https://commencement.wisc.edu/accessible-accommodations>

## ✓ Plan for visit

Make sure that you have a plan for your guests who are visiting Madison (<https://www.wisc.edu/visit>). Sign up for commencement reminders to stay informed, including late-breaking changes or weather announcements, at <https://commencement.wisc.edu/sign-up-for-ceremony-updates>.

## ✓ Attend your school or college recognition event

Each school, college, division, or program may host its own event during commencement weekend. For questions related to these events, please contact your school or college. Check to see when the special recognition event for your major or program will be hosted: <https://commencement.wisc.edu/school-college-events>.





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## ✓ Confirm your diploma address

Diplomas are mailed to the Home address listed in MyUW Student Center. Students who want their diploma mailed to a different address should add a Diploma address in Student Center.

International students must add a Diploma address in MyUW Student Center in order to receive their diploma. The Diploma address can be the same as their home address, but there must be an address listed in Student Center with an address type of "Diploma." Find more information on diplomas at <https://kb.wisc.edu/11034>.

## ✓ For student loan borrowers

An exit interview (<https://financialaid.wisc.edu/leaving-uw>) is required for students who borrowed an institutional loan from UW–Madison (i.e. Perkins Loan, Nielsen, Dohmen, etc). Failure to do so will delay the mailing of a diploma. Students who received Federal Direct Loans (subsidized or unsubsidized) will be invited to complete a similar exit interview online.

## ✓ Resolve outstanding holds

Students should check MyUW Student Center for any holds (<https://registrar.wisc.edu/holds>), such as outstanding library fines, and follow the corresponding instructions. Some types of holds will prevent diplomas and transcripts from being available until the hold is cleared.

## ✓ Complete your graduation plans survey

Please take a few minutes to update us online about your post-graduate plans: <http://go.wisc.edu/gradplans>. All responses will be aggregated so that we can communicate the important contributions and accomplishments of UW–Madison graduates. This information will also be used to improve our academic programs.

## ✓ Return your gown

View the University Book Store's timeline (<https://www.uwbookstore.com>) to return your attire. Call (608) 257-3784, extension 5924, if you have questions.

## ✓ Alumnihood

Visit the Alumni Association website to learn how you can stay connected to fellow Badgers after graduation: <https://www.uwalumni.com>.

## ✓ Celebrate!

The university salutes your achievements and extends its best wishes for your future success. Spend time celebrating with friends and family and make sure to use #UWGrad on your social media posts to share with us.

## ✓ Stay Connected!

