

Graduation Checklist



- _____ 1. Show relatives, friends, or colleagues that you appreciated their support during your graduate education. Complete the form requesting [Certificates of Recognition](#) for those special folks and mail it out no later than **March 24, 2008** (to arrive in St. Louis by March 31). You may request as many as you'd like, so you can send one to your spouse, your children, and the manager who signed your tuition reimbursement forms! There is no charge for the Certificates of Recognition, which will be mailed out the week of May 5, 2008. The form goes to:
Krissi Timmerman, Office of Public Affairs
Webster University
470 E. Lockwood Ave.
St. Louis, MO 63119
- _____ 2. Review the information about the [Pledge of Social and Environmental Responsibility](#) and decide whether or not you wish to sign the Pledge. Pledge cards will be available to sign at Pre-Commencement Events in Merritt Island and Palm Bay. Ribbons and certificates will be distributed to signatories at Commencement. If you will not be attending Pre-Commencement Events in Brevard County and wish to sign the Pledge, call 321-449-4500 to have materials mailed to your home.
- _____ 3. Contact **Sara Adams** by phone at **321-449-4516** or via email at adamss@webster.edu to let her know whether to expect you at Commencement, Friday, June 6 at 7 pm at the King Center for the Performing Arts at the Brevard Community College's Melbourne Campus. If you will be attending, get directions to the King Center [here](#) and let her know how many guests you are likely to have. Tickets are not required and there is no limit on the number of guests per graduate.
- _____ 4. Obtain graduation regalia, if you plan to attend Commencement. All Commencement participants must have a cap, gown, hood, and tassel. See the sheet on Graduation Regalia for details.
- _____ 5. **Reserve a copy of the DVD** of the Commencement ceremony for just \$12. Copies can be ordered at the Merritt Island or Palm Bay Pre-Commencement Events or at any time at those campuses. Payment is due at the time of the order and orders must be placed **by May 8, 2008**. See the sheet on Graduation DVD for details.
- _____ 6. Decide whether you would like to have a formal graduation portrait taken at a Pre-Commencement Event. See the sheet on Graduation Portraits for details.
- _____ 7. Consider what keepsake items, such as school rings, graduation announcements, or diploma frames, you would like. Items will be available to order at the Pre-Commencement Events or online.