



# Spring Commencement

May 15-17, 2020

## Commencement Checklist

### PRE GRAD

#### One year before your graduation

- ☐ Meet with your Academic Advisor in your college to complete a graduation audit – ensuring you will complete all courses necessary.
- ☐ Make sure all official transcripts from other schools have been sent to the Registrar's Office.
- ☐ Verify and update your name and address in MyView.
- ☐ Pay all outstanding charges with the Cashier's Office (can be reviewed on MyView).

### STEP 1

#### By March 1, 2020

- ☐ **Apply to graduate** on [myview.umsi.edu](https://myview.umsi.edu) (can be done up to one year in advance). This makes you eligible to graduate and receive your diploma, and puts your name in the commencement program.
- ☐ **Graduate Candidates:** Complete a program for master's or EdS degree or graduate certificate (M4/G10) after applying to graduate.

### STEP 2

#### By April 2, 2020

- ☐ **RSVP to participate in commencement** at [umsi.edu/gradwalk](https://umsi.edu/gradwalk). This reserves your seat for your commencement ceremony. This site opens March 2 only after you have applied to graduate on MyView. Students must RSVP to participate before purchasing their cap and gown.

### STEP 3

#### April 1 & 2, 2020, 11 a.m.–6 p.m.

- ☐ **Attend Grad Kick Off** at the Triton Store to purchase your cap and gown to participate in commencement. You can buy your commencement attire after April 2, however, a \$10 surcharge will be added to caps and gowns purchased AFTER Tuesday, April 30.

### STEP 4

#### Day of Commencement, May 15-17, 2020

- ☐ Arrive at the Mark Twain Building, wearing your academic attire, one hour before the start of the ceremony. For more **Day of Commencement Instructions** please refer to the commencement website.