

MEMORANDUM

TO: All 2012 Graduates

FROM: Sharon E. Huard
Associate Dean of Student Affairs

DATE: February, 2012

SUBJECT: Commencement Planning

Enclosed you will find the 2012 commencement planning brochure which is packed with important information for you regarding your college commencement ceremony. Please read the brochure cover to cover and follow the checklist below to ensure that you and your family are ready, because believe it or not, May 20th is just around the corner!

An announcement letter and planning brochure has been sent to your parents. If you would like additional announcement letters sent to family/friends, please stop by the Student Services Office, Room 201, CAB.

CHECKLIST OF THINGS TO DO BETWEEN NOW AND COMMENCEMENT:

- _____ Read commencement brochure cover to cover.
- _____ Encourage family to make hotel reservations (early).
- _____ Complete online commencement information form.
- _____ Order announcements, Class rings, Diploma frames from bookstore (optional).
- _____ Measure your head with enclosed tape and order cap and gown by March 23rd
- _____ Plan to attend the weekend festivities listed in the brochure.
- _____ Request additional announcement letters from Student Services

If you have questions about anything in the brochure or about commencement in general, do not hesitate to call the Office of Student Support Services (464-8855) or email me (stuserve@upstate.edu).