




## C.O.D. Commencement Countdown for the Graduate!

Timeline	To Do	Details
Jan. 1 to March 13, 2009	Check that you've met all requirements	<ul style="list-style-type: none"> <li>∞ Check with your adviser to make sure you're on track to graduate.</li> <li>∞ All final grades must be in by the conferral dates. Make sure Study Abroad, independent study and internship grades have been submitted.</li> </ul>
Jan. 1 to March 13, 2009	<b>Petition to Graduate</b> 	<ul style="list-style-type: none"> <li>∞ <b>Petition to graduate no later than March 13 in the Records office, SRC 2015. If you petition after that date, your name will NOT appear in the Commencement Program.</b></li> <li>∞ <b>You CANNOT graduate without submitting this application!</b></li> </ul>
March 1 to May 1, 2009	Settle your accounts	<ul style="list-style-type: none"> <li>∞ Pay your outstanding bills. Transcripts and diplomas can only be sent out for students with no financial obligations.</li> </ul>
March 13 to May 1, 2009	Learn about participating in the ceremony	<ul style="list-style-type: none"> <li>∞ You will receive information in the mail after you petition. This mailer will contain details about picking up tickets, your newsletter and cap and gown information. Call (630) 942-2243 if you do not receive it.</li> </ul>
March 13 to May 1, 2009	Decide if you will participate in the commencement ceremony on May 15.	<ul style="list-style-type: none"> <li>∞ Return the self-addressed card from the mailer to Student Activities office, or visit <a href="http://www.cod.edu/commencement">www.cod.edu/commencement</a> to sign up as a participant in the ceremony.</li> </ul>
April 13 to April 18, 2009  <b>Special Student Activities office hours:</b>  Monday to Thursday: 8:30 a.m. to 7 p.m.  Friday: 8:30 a.m. to 5 p.m.  Saturday: 8:30 a.m. to 1:30 p.m.	Get ready for commencement!  	<ul style="list-style-type: none"> <li>∞ Invite your family and friends!</li> <li>∞ The ceremony is Friday, May 15, 2009.</li> <li>∞ All graduates who choose to participate in the ceremony must wear the appropriate cap and gown, which can be purchased in the Bookstore.</li> <li>∞ Pick up your tickets — your ceremony requires tickets for your guests. Make sure each guest (including babies!) has a ticket. You must pick them up at the Student Activities Office in SRC 1800. They will not be mailed.</li> <li>∞ Other items available in the Bookstore include: invitations, diploma frames, tassel key chains, and other mementos.</li> <li>∞ Purchase a DVD of the ceremony (info available in Student Activities.)</li> </ul>
<b>May 15, 2009</b>	<b>Arrive for rehearsal no later than 5:45 p.m. in the P.E. Arena.</b>	<ul style="list-style-type: none"> <li>∞ Have your gown and cap ready to go. Don't forget to wear any academic medals you may have earned.</li> <li>∞ Dress cool. The gym will be warm, and you will want to be comfortable.</li> <li>∞ Designate a location <u>outside of the arena</u> to meet your guests after the ceremony.</li> </ul>
May 15, 2009	If participating in the ceremony, know the etiquette guidelines 	<ul style="list-style-type: none"> <li>∞ Rehearsal — mandatory for all participants — begins at 5:45 p.m.</li> <li>∞ The ceremony will begin with your tassel on the right side of your cap. Once you officially graduate, you will move it to the left side.</li> <li>∞ Follow your commencement marshals, who will be wearing gold robes. They will lead you to the proper spots during the ceremony.</li> <li>∞ Men remove their caps during the national anthem. Women do not remove their caps.</li> </ul>
After May 15, 2009	Decide if you will purchase a professional photograph.	<ul style="list-style-type: none"> <li>∞ During the ceremony, a professional photographer will take a photograph of you at your special moment of recognition. There is no obligation to purchase, but after graduation you may order photos online at <a href="http://www.gradimages.com">www.gradimages.com</a>, or call (800) 424-3686.</li> </ul>