

## Graduate Programs Commencement Checklist

### Step 1: Eligibility deadlines

- File for graduation on or before **February 24, 2012** online via my.uh.edu
- Make reservations to walk in the commencement ceremony (see step 5)

### Step 2: Update your personal information in PeopleSoft

- Review personal information in PeopleSoft at my.uh.edu, and update as appropriate- local and permanent address, phone and email.

### Step 3: Ph.D. Candidates- Confirm your Dissertation Chair Attendance

- Contact your dissertation chair to let them know that you're planning to walk.
- Confirm that they will be there to hood you. If your chair cannot attend, you may ask another member of your dissertation committee to hood you. The individual who will be hooding you must confirm their attendance and order their regalia via **Mary Gould** by **March 23, 2012**.

### Step 4: Order you Cap and Gown, etc.

All graduates participating in the Commencement ceremonies *must* wear academic regalia. The UH Bookstore will begin fitting students for their regalia on the following schedule.

- **February 28<sup>th</sup> – March 2<sup>nd</sup>, 9:00 am – 4:00 pm** –Graduation Fair and in store regalia orders.
- **March 17<sup>th</sup>** – Last day for online orders <http://www.herffjones.com/college/uh>
- **April 23<sup>rd</sup> to May 12<sup>th</sup>**- Pick up regalia from the bookstore.

Students may also order formal invitations through the bookstore.

### Step 5: RSVP for Commencement

Filing for graduation **does not** equate to signing up to participate in the commencement ceremony. **Please confirm your participation** in the ceremony by filling out the online form through the Bauer College of Business website.

### Step 6: Attend Graduate Commencement- Saturday, May 12, 2011

**Check-In:** Graduating students are asked to gather in the O'Quinn Great Hall (located in the UH Alumni Center) at 8:00 AM to assemble and line up for the procession to Hofheinz Pavilion.