

## Graduation Checklist

Students who expect to receive degrees in December 2010, May 2011, or August 2011 are welcome to participate in the May 2011 ceremony. Students in five-year programs are welcome to participate as undergraduate candidates at the May undergraduate ceremony.

Follow these steps, and you will be ready to walk in May:

(candidates who finish in December 2010, May 2011 & August 2011)

- Fill out and turn in your “[Application for Graduation](#) <sup>[1]</sup>” with OSA. OSA will review your transcript and notify you on your graduation eligibility.
- Check your Degree Audit Report, completed by the Graduation Office, for accuracy.
- As an Undergraduate student, you must have 128 credits to graduate. As a Graduate student, you must have your appropriate credits to graduate, check with your school.
- Check that all of your grades and/or incomplete grades from previous semesters are posted accurately.
- Check in with your departmental advisor and confirm that your major and/or concentration requirements are complete or are being completed.
- Confirm that your major/concentration/minor declaration is correct.
- Review your permanent and local addresses through [myPace Portal](#) <sup>[2]</sup> to be sure they are accurate. If it is not accurate it will delay graduation information from reaching you or your parent/guardian.
- If you finished your last class in December 2010 or are finishing up by May 2011 or Summer 2011 then you should start thinking about [Commencement](#) <sup>[3]</sup>.
- Order your commencement attire, [www.herffjones.com/college/pace](http://www.herffjones.com/college/pace) <sup>[4]</sup> by March 16th, plus your personalized invitations, ring, and diploma frame.
- Read your commencement instructions!
- Order your yearbook and Pace school ring.
- Register for your [Alumni Card](#) <sup>[5]</sup> with the Alumni Affairs Office. Learn about this and other alumni benefits and resources at [www.pace.edu/alumni](http://www.pace.edu/alumni) <sup>[6]</sup>.
- Pay all balances on all of your accounts (including the library). Complete your exit interview if you received financial aid.
- Set a place to meet your family following University Commencement (the ceremony takes approximately 2.5 hours).

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**Source URL:** <http://www.pace.edu/commencement/graduating-students/graduation-eligibility>

### Links:

[1] [http://www.pace.edu/office-student-assistance/sites/pace.edu.office-student-assistance/files/files/Forms/Application\\_for\\_Graduation.pdf](http://www.pace.edu/office-student-assistance/sites/pace.edu.office-student-assistance/files/files/Forms/Application_for_Graduation.pdf)

[2] <https://portal8.pace.edu/cp/home/displaylogin>

[3] <http://www.pace.edu/commencement/>

[4] <http://colleges.herffjones.com/college/pace/>

[5] <http://www.pace.edu/alumni-and-friends/alumni-benefits-and-services/pace-alumni-photo-id-card/>

[6] <http://www.pace.edu/alumni-and-friends/>