

Preparing to Graduate

1. **Apply for graduation & complete your requirements.**

Be sure to check with your college/school or program to be sure you are eligible to participate in Commencement. You will need to complete all of the requirements set by your college or school in the allotted time period. Your college or school is responsible for determining your eligibility.

AN IMPORTANT NOTE

In some cases, you may be eligible to participate in commencement ceremonies before you have completed all of your academic, financial and other responsibilities. **Regardless of your participation in commencement, you will not officially receive your degree/diploma from DePaul until all of your outstanding obligations have been fulfilled.** Check with your college or school office and the Student Accounts office to ensure that you are eligible to receive your degree and diploma.

2. **Prepare your celebration.**

Plan to attend the new "Almost Alumni" Grad Fair to get information about academic regalia (caps & gowns), surprise your family with graduation photographs before the actual event (photographers do attend and take pictures at the ceremonies, but this is for fun!) announcements and class rings.

Staff from DePaul's Alumni Relations & Networks Office and the Academic Resource Center will also be on hand to provide information about and the many services and benefits available to you as an alumnus of DePaul.

"Almost Alumni" Grad Fair

Loop Campus
Date Wednesday 3/4/09, hours from 10am to 6pm
DePaul Center Concourse (downstairs)
1 East Jackson

Lincoln Park Campus
Date Thursday 3/5/09, hours from 10am to 6pm
Student Center Atrium
2250 N. Sheffield

3. **Graduation Announcements** -- Often these printed announcements are sent by graduates to friends and family as a way of sharing the news of their accomplishment. Visit the [DePaul Bookstore](#) or [Herff-Jones](#) for more information.

Graduation Photos - [Chappell Studios](#) will be on hand at the "Almost Alumni" Grad Fair and at all Commencement ceremonies to take a commemorative photos at the moment you receive your diploma.



4. **Order your cap and gown.**

You should go online to Herff-Jones and order your academic regalia directly through the cap and gown company. Please note that for Law graduates, the Herff-Jones web site closes down at midnight on April 13, 2009. For all other colleges with commencement ceremonies in June, the Herff-Jones web site closes down at midnight on May 8th. www.herffjones.com/college/graduation/
Please note: There is NO cost to you for your rental regalia.

If you miss your college deadline, please contact the commencement coordinator for your college office in order to reserve your regalia.

5. Pick up your cap and gown.

You must pick up your cap and gown on campus prior to commencement day. If you cannot pick up your cap and gown in person, you may send a designee with a note indicating your permission, including your name and student ID number. Lunch hours are the busiest times for distribution.

Cap and Gown Distribution

College of Law
Loop Campus
May 13 and 14 from 10am to 6pm
DePaul Center, 1 East Jackson Concourse Level (downstairs)

Liberal Arts, Theatre, Music, Education and Communication
Lincoln Park Campus
June 8 and 9 from 10am to 6pm
2400 N. Sheffield
Northwest corner of Fullerton/Sheffield, Main Entrance

Computing and Digital Media, Commerce, Kellstadt, School for New Learning
Loop Campus
June 10 and 11 10am to 6pm
DePaul Center, 1 East Jackson
Concourse Level

6. Ensure that you get your diploma — update your address.

You will receive a diploma cover from the president of DePaul University, Rev. Dennis H. Holtschneider, C.M., Ed.D., at commencement, but your diploma will not be included. It will be mailed to you 10-12 weeks after graduation once your requirements have been verified. Double-check your mailing address in Campus Connection and update it if necessary.

Once you are an alumnus, be sure to update [DePaul Alumni Relations & Networks](#) with your contact information when it changes — it's the best way to stay connected with the DePaul network.

7. Explore your alumni benefits.

As an alumnus of DePaul, you are joining a network of more than 100,000 alumni, many of whom live and work in the Chicago area. Alumni Relations & Networks provides a variety of opportunities for you to stay connected to your fellow alumni through networking and professional development events for alumni, electronic newsletters, print publications, online business directory and other resources and benefits. Be sure to visit the [alumni website](#) to find out more.

Participating in Commencement

Information for [Law](#) graduates

Information for [Education, Music, Theatre & SNL](#) graduates

Information for [LA&S, Communication, CDM & Commerce](#) graduates