

# Commencement Checklist

## Prior to Ceremony

- Attend Graduation Central**, Wed., Apr. 18, University Room. 11 days to Graduation!
- Share your Pitt-Bradford memories** on social media using **#upbgrad18** for a chance to win Pitt Alumni Swag.
- Visit Pitt-Bradford's **Commencement website** at [www.upb.pitt.edu/commencement](http://www.upb.pitt.edu/commencement) for all information related to Graduation.
- Support the **Senior Class Gift** online at [www.givetoUPB.org](http://www.givetoUPB.org).
- Know your Alma Mater** – see page 2
- If you or your guests require **special accommodations** due to a disability, contact Melissa Stiles in Student Affairs by email at [mas292@pitt.edu](mailto:mas292@pitt.edu) by April 20
- Take care of any outstanding fees or holds** which will prevent you from receiving your diploma.
- Attend Last Class, Final Blast!** On Fri., April 20.
- Attend Commencement Rehearsal** at 3 pm on Fri., April 27 in the KOA Arena, Sport and Fitness Center
- Attend the Graduation Celebration Reception** on Sat., April 28 at 6:30 pm. in the KOA Dining Hall.

## Ceremony

- Wear appropriate attire.** Each student must wear a cap and gown to participate in the ceremony. Students will find it helpful to wear a shirt with buttons to attach hood to robe. If not, bring safety pins to attach. Choose a hairstyle that allows you to wear your cap comfortably (ladies may need hair pins to secure). Wear comfortable, but appropriate, shoes.
- Dress for the weather.** The temperature in the KOA Arena is reasonably warm, especially when wearing regalia. Share this information with friends and family members in attendance.
- Arrive early.** It takes time to make sure each graduate is in the proper position for the processional. Please be at McDowell Fieldhouse in the Sport and Fitness Center, fully dressed in your regalia, by 1:15 P.M. sharp on Sunday, April 29.
- Parking and Shuttle Vans.** Shuttle vans will run between the central part of campus and the Sport and Fitness Center, both before and after the ceremony. The first run will begin at 12:30 P.M. Students must park in lots on the central part of campus and use the shuttle vans.
- Don't bring personal items.** Do not bring purses, bags, or items of value. Students are asked not to carry anything in the ceremony. It is best to leave these items with your families or at home.
- Move your tassel.** At the beginning of commencement, tassels are worn on the right. Upon direction from the podium, the tassel is moved to the left.

## After Commencement

- Expect your diploma in the mail.** Candidates for graduation will receive their diplomas in the mail after it is determined that graduation requirements have been met. If requirements have been met, this usually occurs within eight to ten weeks after commencement. If you have not received your diploma, please contact the Registrar's Office at (814) 362-7602.
- Update your Alumni Information.** Keep your Pitt-Bradford family posted on your achievements: new job, new address, engagement, etc. [www.upbalumni.org](http://www.upbalumni.org)

**University of  
Pittsburgh ALMA  
MATER**

Alma Mater, wise and glorious  
Child of Light and Bride of Truth.  
Over Fate and Foe victorious  
Dowered with eternal youth.

Crowned with love of son and daughter  
Thou shalt conquer as of yore.  
Dear Old Pittsburgh, Alma Mater,  
God preserve Thee evermore!

