

Commencement Preparation Calendar May 2008

Updated 1/31/2008

January 14, 2008	Request ROTC Commissioning Candidate list from each Branch	ROTC to OUR
March 3, 2008	Registrar provides schools with lists of prospective ROTC candidates	OUR to Advisors
March 3, 2008	Letters to instructors listing ROTC candidates	OUR to Instructors
March 3, 2008	Registrar provides Julie Wolf with lists of prospective ROTC candidates	OUR to Julie Wolf @ UR
March 3, 2008	Last day to submit AFD and assure inclusion in commencement program and early-August diploma delivery (All Careers)	Online
March 7, 2008	Request for mailing labels sent to Production Control for delivery on March 10, 2008	OUR. To Comp Center to Julie Wolf @ UR
April 7, 2008	Tentative Honors & Distinction List (undergraduates only) due from Deans to jwolf@ku.edu	Please email list to Julie Wolf
April 9, 2008	Request for Commencement program made for delivery on April 10, 2008	OUR to Comp Center to Julie Wolf @ UR
April 15, 2008	Last day to submit AFD's for UGDL & Law	Online
April 16-17, 2008	School representatives will review final commencement program proofs at Univ. Rel. Final dates and proofing information to come from Julie Wolf, coordinator for commencement publications, at U. R. 4-8872	
April 25, 2008	Graduation counselors advise ROTC units and Registrar of any obvious graduation concerns	Deans to OUR & ROTC
April 28, 2008	Registrar sends ROTC grade sheets with cover letter to instructors	OUR to Instructors
May 3, 2008	Last day to take Correspondence final exam to guarantee coursework is included for graduation during this term.	
May 15, 2008	ROTC Candidate Grades due to the Registrar by 4:00 pm.	Instructors to OUR
May 16, 2008	Course completion deadline for students to graduate in May 2008	
May 16, 2008	Official degree list to schools for final review (KU Graduation Report)	Online
May 18, 2008	Commencement	
May 19, 2008	ROTC commissioning. (Will need degrees verified) Verification of Graduation forms faxed to or picked up by ROTC by 8:30a.m. Monday Morning. Signed by Cindy or Marla or Kim	OUR To ROTC
May 23, 2008	Electronic grade rosters must be submitted by midnight	
June 6, 2008	Honor Roll lists due to Registrar's Office (Kim)	Deans to OUR
June 13, 2008	Final Degree Approvals Due from Schools - KU Graduation Report must be updated online by 5:00 p.m.	Deans to OUR & ROTC
June 23, 2008	Degrees post to transcripts	
Early-August	Diplomas available. Univ. Registrar will mail out diplomas to students who request online to have their diplomas mailed.	Online