



## SENIOR PARENT CHECKLIST

Your friends at Penn Parents have compiled a chronological list of to-dos to help you and your student prepare for **Commencement on May 15!**

### JANUARY - FEBRUARY

**Travel Arrangements:**

If you have not done so, please make your travel arrangements to campus.

**International Parents and Families:** If you require a letter for travel purposes (e.g., for a visa), please email the commencement coordinator at [seccoor@exchange.upenn.edu](mailto:seccoor@exchange.upenn.edu) with the following: name(s) of those traveling, graduate's name(s), and the best address to send the letter. An electronic version of the visa letter will be emailed to you before the hard copy is mailed.

**Graduation Registration:**

There are two parts to graduation: the school ceremony and the University Commencement. Students need to register to participate in their school's graduation ceremony, but they don't need to register to be part of Commencement. More information about academic regalia and the schedule of events will be available in the spring.

Students should connect with their advisors to ensure that they've met all curriculum requirements for graduation.

**Graduate and Professional School Testing:** The career services website has links to information on where and when to take the GMAT, GRE, LSAT, and MCAT. Students with disabilities can request accommodations for these tests through the Weingarten Learning Resources Center at 215-573-9235.

**Senior Parent Gift:** Support undergraduate education through the Class of 2017 Senior Parent Gift. Dollars raised go to the Provost's Fund for the Enhancement of the Undergraduate Experience. Find more information at [pennparents.upenn.edu/the-parents-fund](http://pennparents.upenn.edu/the-parents-fund).

**Career Services Spring Fairs:** Will your student be in the job market after graduation? Career Services holds a number of on campus recruiting days:  
Feb 8: Creative and Common Good Career Fair  
Feb 9: Start-up Fair  
Feb 10: Spring Career Fair

**Spring Break Travel:** If your student is traveling for spring break, encourage him/her to make an appointment with Student Health Service for a travel consultation and immunization. Appointments should be scheduled at least 4-6 weeks in advance.

### MARCH - APRIL

**Commencement Tickets:** Talk to your student about his or her school's ticket policies. The College, SEAS, and Wharton ceremonies do not require tickets for general admission. Nursing graduates will receive information via email in the spring regarding ticket requests. Tickets are not required for the University Commencement on May 15.

**Commencement Disability Accommodations:** Request disability accommodated seating by visiting the main Commencement website [upenn.edu/commencement](http://upenn.edu/commencement) and by contacting your student's individual schools. Remember, the University Commencement and the school ceremonies are separate events that require separate requests.

**Cap and Gown:** Encourage your student to order his/her cap and gown at the Penn Bookstore's Graduation Fair March 15-17. The event is a one-stop shop for information about regalia, diploma frames, class rings, and other graduation-related items.

**Student Financial Services:** If applicable, clear any student account balance to avoid your student's diploma being withheld. Contact Student Registration and Financial Services at 215-898-1988. Students with federal student loans should review the SRFs checklist.

**Diplomas:** Diplomas are mailed in July (May grads) and October (August grads). To ensure that your student receives his/hers, be sure that Penn InTouch has a current mailing address. Contact the Office of the University Secretary at 215-898-7005 to update your information.

**Transcripts:** Penn now offers electronic transcripts, available within minutes. Contact the Office of the University Registrar at 215-898-6636 for more information.

## MAY...BEFORE YOU ARRIVE

- Commencement Mobile App:** Look for an email invitation to download the Penn Parents Mobile App for up-to-date information about school ceremonies and schedule of events.
- Post-Graduation Career Services:** Career Services is available to alumni, too. Encourage your student to complete his/her Career Plans Survey and to visit Career Services to learn about networking opportunities and other resources offered to alumni.
- Move-Out:** Graduating seniors living in a College House or Sansom Place must move out by noon on Tuesday, May 16. Details on moving and storage services can be found at [upenn.edu/housing](http://upenn.edu/housing).
- PennCash:** Remind your student to close out his/her PennCash account by requesting a refund or donating the remaining balance to The Penn Fund. Information on both options is available at the PennCash website.
- Contact Update:** At New Alumni Orientation during Senior Week, students can update their contact information in QuakerNet.

## COMMENCEMENT WEEKEND MAY 13-15

- Penn Parents Congratulations Station:** Visit the Penn Parents team on Sunday, May 14 and pick up Proud Penn Parents gifts on College Green (while supplies last).
- School Ceremonies:** The Kodak moment you've been anticipating for four years happens during your student's school ceremony. Your student's name will be called, and he or she will walk across the stage. See the schedule of ceremonies at the end of the checklist.
- Baccalaureate Ceremony:** On Sunday, May 14, the Baccalaureate ceremony in the beautiful Irvine Auditorium is a 50-minute interfaith program that includes music, readings, prayers, and a guest speaker.
- University Commencement:** Attend the University Commencement at Franklin Field on Monday, May 15. This ceremony features the conferral of degrees, the introduction of honorary degree recipients, and the Commencement Speaker.
- Celebrate!!!**

## SCHEDULE OF CEREMONIES

**School of Engineering and Applied Science:** Saturday, May 13 at 2:30 pm at The Palestra

**The Wharton School:** Sunday, May 14 at 9:00 am at The Palestra

**Baccalaureate:** Sunday, May 14 in Irvine Auditorium. Last names A-K at 1:30 pm, last names K-Z at 3:00 pm

**College of Arts and Sciences:** Sunday, May 14 at 6:30 pm at Franklin Field

**School of Nursing:** Monday, May 15 at 7:00 pm at the Verizon Hall, Kimmel Center (off-campus in Center City Philadelphia)

**Commencement:** Monday, May 15 from 10:15 am - 12:00 pm at Franklin Field (gates open 8:30 am)