SENIOR PARENT CHECKLIST

Your friends at Penn Parents have compiled a chronological list of to-dos to help you and your student prepare for the big day on May 16!

January - February

☐ TRAVEL ARRANGEMENTS:
  • If you have not done so, please make your travel arrangements to campus. For information on hotels, restaurants, and transportation options, visit www.visitphilly.com.

  • 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 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 sent to you in the spring.

  • Also, 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 or http://www.vpul.upenn.edu/lrc/.

☐ SENIOR PARENT GIFT: Support undergraduate education through your gift to the Class of 2016 Senior Parent Gift. Dollars raised go to The Provost’s Fund for the Enhancement of the Undergraduate Experience. Find more information at http://www.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 http://www.vpul.upenn.edu/careerservices/recruiting/ and Career Fairs http://www.vpul.upenn.edu/careerservices/careerfairs/
  - Feb 17: Creative Careers Fair
  - Feb 18: Start-up Careers Fair
  - Feb 19: General Careers Fair

☐ SPRING BREAK TRAVEL: If your student is traveling for Spring Break, encourage him/her to make an appointment with Student Health for travel consultation and immunization. Appointments should be scheduled at least 4-6 weeks in advance. Visit www.vpul.upenn.edu/shs/travelser.php for more details.

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-wide Commencement on May 16.

☐ COMMENCEMENT DISABILITY ACOMMODATIONS: Request disability accommodated seating by visiting the main commencement website http://www.upenn.edu/commencement and by contacting your student's individual schools. Remember, the University-wide Commencement and the school ceremonies are separate events that require separate requests.

☐ CAP AND GOWN: We encourage students not to wait until May to order their cap and gown. The Penn Bookstore’s Graduation Fair runs March 16-18 and is a one-stop shop for information about regalia, diploma frames, class rings, and other graduation-related items. Parents who would like to order customized graduation announcements can visit http://www.herffjones.com/college/upenn.

☐ 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 http://www.sfs.upenn.edu/ or 215-898-1988.
  - Students with Federal student loans should review the SRFS checklist at http://www.sfs.upenn.edu/loan-repayment-information/index.htm.

☐ 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. Visit the Office of the University Secretary at secure.www.upenn.edu/secretary/diplomas/index.html for more information.

☐ TRANSCRIPTS: Penn now offers electronic transcripts, available within minutes. See the Office of the University Registrar at http://www.upenn.edu/registrar/student-services/transcripts.html for details.

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 most move-out by noon on Tuesday, May 17. Details on services such as moving and storage can be found at [http://www.upenn.edu/housing](http://www.upenn.edu/housing). Family members are asked to carry a photo ID in order to access the residences during their visit.

☐ **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 [http://www.penncash.com/](http://www.penncash.com/).

☐ **CONTACT UPDATE**: At New Alumni Orientation during Senior Week, students can update their contact information in QuakerNet.

COMMENCEMENT WEEKEND MAY 14 - 16

☐ **PENN PARENTS CONGRATULATIONS STATION**: Visit us on Sunday, May 15 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 s/he’ll walk across the stage. See the schedule of ceremonies at the end of the checklist.

☐ **BACCALAUREATE CEREMONY**: On Sunday, May 15, the Baccalaureate ceremony in the beautiful Irvine Auditorium is a 50-minute interfaith program that includes music, readings, prayers, and a guest speaker – this year, David Brooks of The New York Times.

☐ **UNIVERSITY-WIDE COMMENCEMENT**: Attend the university-wide commencement at Franklin Field on Monday, May 16. This ceremony features the conferral of degrees, the introduction of honorary degree recipients, and the Commencement Speaker.

☐ **CELEBRATE!!!**
SCHEDULE OF CEREMONIES

Baccalaureate: Sunday, May 15 in Irvine Auditorium. Last names A-K at 1:30 pm, last names K-Z at 3:00 pm

The Wharton School: Sunday, May 15 at 9:00 am at The Palestra

College of Arts and Sciences: Sunday, May 15 at 6:30 pm at Franklin Field

School of Engineering and Applied Science: Monday, May 16 at 2:30 pm at Franklin Field

School of Nursing: Monday, May 16 at 3:00 pm at the Kimmel Center (off-campus in Center City Philadelphia)

Commencement (Undergraduate, Graduate, and Professional Students): Monday, May 16 from 10:15 am - 12 pm at Franklin Field (gates open 8:30 am)

COMMENCEMENT WEBSITES (FREQUENTLY UPDATED)

University Commencement: http://www.upenn.edu/commencement/

College of Arts and Sciences: http://www.college.upenn.edu/graduation-ceremony

Wharton: http://graduation.wharton.upenn.edu/undergraduate/

School of Engineering and Applied Science: http://www.seas.upenn.edu/commencement/index.php

School of Nursing: http://www.nursing.upenn.edu/student_life/Pages/Commencement.aspx

Penn Parents: http://www.pennparents.upenn.edu