

# Countdown to Commencement 2010 ♦ Checklist for Seniors

- Reserve family accommodations for Commencement weekend
- Invite guests to Commencement ceremony (*Recommended 9 guests per graduate – No tickets required*)
- Make arrangements for Commencement guests with special needs through Office of the President
  
- Wednesday, January 27 – Deadline to submit your diploma card to the Registrar  
<http://my.hamilton.edu/college/registrar/diplomacard.cfm>
  
- Friday, February 5 – Deadline to sign up for senior portrait (signup sheet will be posted in Beinecke)
- Friday, February 5, 4:00 pm – Deadline to exercise credit/no credit option
- Tuesday through Thursday, February 16-17-18 – Sit for senior portrait (by appointment only)
  
- March – Register for the Online Alumni Directory – <http://www.hamilton.edu/alumni>
- Monday, March 1 – Deadline to send baby picture for yearbook
- ☛  **Wednesday and Thursday, March 3 and 4 – "Grad Fair Days" at the College Store**
  - ☛ **Get measured for cap and gown.**
- Friday, March 5 – Senior reception with the Board of Trustees
- Friday, March 5 – 75% participation challenge deadline for senior gift campaign  
<http://www.hamilton.edu/makeagift/>
- Friday, March 12, 3:00 pm – Last day to drop a course without penalty
  
- Friday, April 2 – Deadline to send senior candid shots for yearbook
- Friday, April 16 – Senior reception with the Alumni Association and Parent's Advisory Council
- April 16-18: GOLD Summit Networking Weekend on the Hill – <http://www.hamilton.edu/goldsummit/>
- Friday, April 23 – 90% participation challenge deadline for senior gift campaign  
<http://www.hamilton.edu/makeagift/>
- ☛  **Friday, April 30 – Final deadline for ALL transfer credit**
- ☛  **Friday, April 30 – Deadline to make arrangements for Commencement guests with special needs**
- ☛  **Friday, April 30 – Make sure that all bills are paid to the satisfaction of the controller**  
(Failure to do so may prohibit you from participating in the Commencement Ceremony)
  
- Friday, May 14 – Deadline to pre-order DVD of Baccalaureate service and Commencement ceremony
- Sunday, May 16 – Senior Formal
- ☛  **Tuesday, May 18, midnight – Deadline for Senior Survey Submissions** to be eligible for prize drawings at Senior Meeting on Thursday, May 20
- ☛  **Thursday, May 20, 4:00 pm – Mandatory Senior meeting in Chapel**
  - ☛ **Pick up cap and gown at the College Store following the meeting**
- Saturday, May 22, 3:00 pm – Baccalaureate service
- ☛  **Sunday, May 23, 10:15 am – Commencement Ceremony**
- ☛  **Monday, May 24, noon – Deadline to vacate your room**

\*\*\*\*\* CONTACT PHONE NUMBERS \*\*\*\*\*