### MAY 2018 COMMENCEMENT CHECKLIST

**Please check back for an updated DECEMBER 2018 COMMENCEMENT CHECKLIST**

<table>
<thead>
<tr>
<th>What</th>
<th>When</th>
<th>Why</th>
<th>With Whom</th>
<th>Where/How</th>
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</table>
| Apply for Graduation | Deadline February 5, 2018 | To graduate end of Spring 2018 | Niner Central | 1. Log into my.uncc.edu using your credentials.  
2. Click the Banner Self Service link (purple gear with 'B' in the center)  
3. In Student Services / Student Accounts select Student Records  
4. Click on Online Graduation Application |
| Visit the Commencement Website | Today! | To learn about commencement | Commencement Office | commencement.uncc.edu |
| Visit the Commencement Fair | March 20 - 22 9:00 a.m. - 6:00 p.m. | * Pick up your cap and gown. Bring identification! Student fees cover the cost. No need to preorder or be fitted.  
* Receive e-ticket information  
* Order announcements  
* GradImages will be available to take your photo with no appointment or sitting fee  
* Order your class ring and be a part of the ring ceremony  
* Order diploma frame | Barnes & Noble Bookstore | Popp Martin Student Union |
| Record Your Name (Optional) | Deadline to record your name is Friday, May 4. | To assist the nomenclator, who will be reading your name during commencement, with the pronunciation of your name. | NameCoach | You may voice-record your name in one of two ways:  
1. You will receive an email from namecoach@uncc.edu by the second week of April, with a link to optionally record your name.  
2. You may visit commencement.uncc.edu/graduate-resources/namecoach and click the link for your ceremony time. |
| Reserve E-Tickets | 8:00 a.m. Wednesday, April 4 - 5:00 p.m. Monday, April 23 | Your guests will need a ticket for admission to Halton Arena. | TicketReturn | Reserve e-tickets in one of two ways:  
1. Log into ticketreturn.com/49ers/ using your niner net credentials.  
OR  
2. Log into my.uncc.edu and click "Athletic Tickets" in your Quick links box.  
You will be redirected to the Student Ticketing website, already logged in.  
Then click "Reserve Tickets" and follow directions. |
| Print E-Tickets | Prior to your ceremony. | Tickets must be printed to enter the Halton Arena. Mobile tickets will not be accepted. Each ticket has a unique barcode and cannot be duplicated for admittance. | TicketReturn | Print your tickets by clicking the "Review/Print Your Tickets" link in the upper left menu bar.  
NOTE: Before printing your tickets, you must be logged into ticketreturn.com/49ers/ using your niner net credentials  
OR  
Be logged into my.uncc.edu and click "Athletic Tickets" in your Quick links box.  
You will be redirected to the Student Ticketing website, already logged in. |
| Pick up Cap and Gown * Bring identification | Pick up by Friday, April 27 | NOTE: For a nominal fee (approx. $15) the bookstore will ship your cap and gown. | Barnes & Noble Bookstore | Popp Martin Student Union |
| Receive row assignment | The week of Commencement | To let you know which row you will be lining up in at the Barnhardt Student Activity Center’s Food Court for your ceremony. | UNC Charlotte Graduation (graduation@uncc.edu) | You will receive an email from graduation@uncc.edu |

**No Rehearsal for Undergraduate, Masters and Certificate Programs**

**Doctoral Hooding Ceremony**

Doctoral Candidate guests will need tickets for the Friday, May 11 and Saturday, May 12 Commencement Ceremonies. However, they will not need tickets to the Thursday, May 10 Doctoral Hooding Ceremony.

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<td>Doctoral Hooding Ceremony</td>
<td>Thursday, May 10, 2018 4:00 p.m.</td>
<td>To receive hoods at a special ceremony just for doctoral graduates</td>
<td>The Graduate School</td>
<td>James H. Barnhardt Student Activity Center Halton Arena</td>
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**Ring Ceremony (Optional)**

Arrive 1 hour prior to your ceremony time with comfortable shoes and your student I.D. card.

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| Arrive 12:00 p.m. Friday, May 11 for 1:00 pm Ceremony | | To check in and find the row you are assigned to for the College of Arts + Architecture  
* Belk College of Business  
* College of Health and Human Services | Alumni Association | Popp Martin Student Union |
| Arrive 9:00 a.m. Saturday, May 12 for 10:00 am am Ceremony | | To check in and find the row you are assigned to for the College of Computing and Informatics  
* Cato College of Education  
* Lee College of Engineering | Office of the Registrar and The Graduate School | James H. Barnhardt Student Activity Center’s Food Court via the south entrance. (South entrance is across from the Cone Parking Decks) |
| Arrive 2:00 p.m. Saturday, May 12 for 3:00 pm. Ceremony | | To check in and find the row you are assigned to for the College of Liberal Arts & Sciences | Office of the Registrar and The Graduate School | James H. Barnhardt Student Activity Center’s Food Court via the south entrance. (South entrance is across from the Cone Parking Decks) |

**Optionally order Photos & DVD**

Pre-Register to save 20% Three photos will be taken of each student: one prior to walking on stage, one on stage shaking hands, and one after exiting the stage. Proofs will be emailed to student's uncc.edu address a few days after the ceremony.

**Balfour**

Check vendor's website for balfour

**Popp Martin Student Union**

Deadline to order is May 18

**Barnes & Noble Bookstore**

Check vendor's website for barnes

**Balfour**

* Senior Class Brick

* Diploma Frame

* Graduation Announcements

* Order announcements

* GradImages will be available to take your photo with no appointment or sitting fee

* Order your class ring and be a part of the ring ceremony

* Order diploma frame

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**Balfour**

* Class Ring

* Diploma Frame