



# Southwest Baptist UNIVERSITY

## Commencement Checklist – Associate Degree Graduates

Congratulations on your upcoming graduation from Southwest Baptist University! Your commencement ceremony will occur on Friday, December 16, 2022, at 6 p.m. in the Jane and Ken Meyer Wellness and Sports Center on the SBU Bolivar Campus.

Please complete each of the items below *before the listed deadline* to keep you on track for all graduation-related items during the Fall 2022 semester.

- **October 24** – Order graduation announcements from Jostens (optional). Other items also are available to order, including diploma frames and jewelry. ([www.jostens.com](http://www.jostens.com))
- **November 1** – Request to graduate in absentia, if applicable. **Graduation is required.** In extreme circumstances, you may gain permission to graduate “in absentia” by emailing your reason to [provostoffice@SBUuniv.edu](mailto:provostoffice@SBUuniv.edu). Program completion fees apply to all degrees obtained.
- **November 4** – Submit a message of thankfulness to be displayed for your family at your ceremony. ([SBUuniv.info/gradthanks](http://SBUuniv.info/gradthanks))
- **November 10** – Pick up your regalia (cap, tassel, black gown and white stole). Our office has placed your order.
  - Bolivar students – Pick up your regalia on-campus on November 10.
  - Mountain View, Salem and Springfield students – Your regalia will be distributed on these campuses around this date.
  - Further details will be communicated later in the semester.
- **November 15** – Check your account balance. Your account must be paid in full to receive your diploma or transcript. Contact the Cashier’s Office at (417) 328-1524 or [cashier@SBUuniv.edu](mailto:cashier@SBUuniv.edu) if you have questions about your account.
- **December 9** – Register for a 20% discount on your graduation photos with Grad Images. ([GradImages.com/registration](http://GradImages.com/registration))
- **December 15** – Ensure you have all items ready to wear to the ceremony.
- **December 16** – Today is the day!
  - 4:45 p.m. – Arrive at the Intramural Gym for the graduation line-up wearing ALL regalia
  - 6 p.m. Celebrate this huge milestone – you did it!

The Provost’s Office will communicate with you throughout the semester via text message to remind you of important graduation-related deadlines.

Commencement FAQs and Ceremony Details: [SBUuniv.info/graduation](http://SBUuniv.info/graduation)

Ceremony Livestream Link: [SBUuniv.info/fa22associate](http://SBUuniv.info/fa22associate)

Questions: Contact [provostoffice@SBUuniv.edu](mailto:provostoffice@SBUuniv.edu)

