



Southwest Baptist UNIVERSITY

Commencement Checklist – Graduate Degree Recipients

Congratulations on your upcoming graduation from Southwest Baptist University! Your commencement ceremony will occur on Friday, December 16, 2022, at 3 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)
- **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. 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)
- **November 10** – Check your regalia box and notify our office if you are missing any items. Our office has placed your regalia order. You should receive a cap/tam, tassel, gown and hood at your provided mailing address by this date.
- **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 if you have questions about your account.
- **December 9** – Register for a 20% discount on your graduation photos with Grad Images. (GradImages.com/registration)
- **December 15** – Ensure you have all items ready to wear to the ceremony.
- **December 16** – Today is the day!
 - **1:45 p.m.** – Arrive at the Intramural Gym for the graduation line-up wearing ALL regalia except for your hood. Bring your hood with you so you can be hooded during the ceremony.
 - **3 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

Ceremony Livestream Link: SBUuniv.info/fa22undergrad-grad

Questions: Contact provostoffice@SBUuniv.edu

