



Southwest Baptist  
UNIVERSITY

## Commencement Checklist – Graduate Degree Recipients

Congratulations on your upcoming graduation from Southwest Baptist University! Your commencement ceremony will occur on **Saturday, May 20, 2023**, at 11 a.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 Spring 2023 semester.

- **March 17**– 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))
- **March 31** – Submit a message of thankfulness to be displayed for your family at your ceremony. (<https://sbuniv.info/Grad23Thankyou>)
- **April 5** – **Request to graduate in absentia**, if applicable. If you are unable to attend your ceremony, request to graduate “in absentia” by emailing your reason to [graduation@SBUuniv.edu](mailto:graduation@SBUuniv.edu). Program completion fees apply to all degrees obtained.
- **April 14** – Check your regalia box and notify our office if you are missing any items. The campus store has placed your regalia order. You should receive a cap/tam, tassel, gown, and hood at your provided mailing address by this date.
- **May 12** – Register for a 20% discount on your graduation photos with Grad Images. ([GradImages.com/registration](http://GradImages.com/registration))
- **May 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.
- **May 19** – Ensure you have **all items ready** to wear to the ceremony.
- **May 20** – Today is the day!
  - **9:45 a.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.
  - **11 a.m.** – Celebrate this huge milestone – you did it!

The Graduation Leadership Team will communicate with you throughout the semester via text message to remind you of important graduation-related deadlines.

Commencement FAQs and Ceremony Details: [SBUuniv.edu/academics/commencement/](http://SBUuniv.edu/academics/commencement/)

Ceremony Livestream Link: [SBUuniv.info/sp23graduate](http://SBUuniv.info/sp23graduate)

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