

GSD Graduation Checklist

Ready to walk? Don't forget to take care of the following before the big day:

April

- Reserve travel/accommodations for you and your family if needed.
- Check whether your guests need visa support and review the [Visa Support](#) page.
- Email accessibility@gsd.harvard.edu with any guest disability/access needs.
- Order regalia: by April 10.** *This COOP/vendor deadline cannot be extended.*
 - [Masters Regalia Tutorial](#)
 - [Doctoral Regalia Tutorial](#)
- Confirm you are aware of [Option Studio, Thesis review, and Final Exam](#) dates.
- Resolve outstanding grades, obligations, or financial charges that prevent you from receiving your degree/diploma. *Remember, you are responsible for closing any loops!*
- Check [my.Harvard](#) and submit any missing financial aid documents.
- Return all [library books](#).

May

- Complete Commencement Registration Survey **by May 1** (priority deadline).
- [Record Name Pronunciation](#) in [my.Harvard](#) **by May 1**
- Review ceremony date, time, location, and ticket info on [Commencement website](#).
- Finish all required courses and resolve Incomplete/Pending grades.
- Save copies of syllabi or major assignments you may need later, and back up your accounts, subscriptions, and files from your GSD email, Canvas, and storage.
- Ensure all balances on your Student Account have been resolved **by May 20**.
- If you have loans, you must complete an Online Exit Counseling Form for each of your lenders, as directed by the Financial Aid Office **by May 22**. Questions? Email [GSD Financial Aid](#)
- Complete the Graduating Student Form. Opens May 1; due **by May 22**.
- Complete course evaluations **by May 27**
- Confirm [Dane Hall move-out](#): Graduating students must vacate **by 12PM on May 29**.

Post Commencement!

- Understand your [post-graduation health insurance coverage](#).
- Check how long you [retain access to school email/library/resources](#).
- [Request official transcripts](#) (for jobs, further study, or personal records).
- Join the [GSD Alumni Network](#), update your preferences; and [create an alumni email](#).
- If applicable update your voter registration information if moving to a new address.
- Celebrate and reflect on your achievements!

