



COMMENCEMENT CHECKLIST



Commencement 2024 will be **Saturday, April 27** in the Chambers Hall Gymnasium

- ❖ Ceremony #1 is tentatively set for **10:00am**
- ❖ Ceremony #2 is tentatively set for **1:00pm**
- ❖ Participants will be notified of their ceremony time by Monday, April 1, once all the RSVPs have been reviewed.
- ❖ Ceremonies typically last one to one and one-half hours.

All students eligible to participate in these ceremonies should review the checklist items below:

- RSVP to participate and walk in the Commencement Ceremony** - All students approved to graduate can RSVP online until **March 15** at: <https://www.greensburg.pitt.edu/academics/commencement>
 - **Graduates will be permitted to have four (4) guests join them at their ceremony, and graduates will sit with their guests in “pods”.** Family and friends not in attendance can watch the ceremonies online via a live webcast (Link will be posted the morning of April 27 on the Commencement website).
- Register your Legacy Presenters** - Graduates who have immediate family (parents, siblings, spouses, children, grandchildren, or grandparents) who are Pitt alumni (of any campus) or are current Pitt-Greensburg employees are invited to participate in the Commencement Ceremony through the Legacy Presenter Program. Students can indicate a legacy presenter as part of the online ceremony RSVP process.
 - **Students will have seating for four (4) guests at their specific ceremony, including any Legacy Presenters.**
- Participate in the Pitt Degree Contest** - The graduate with the most Pitt degrees (from any campus) in his/her/their immediate family (parents, siblings, spouses, children, grandchildren, or grandparents) will be recognized online and receive a Pitt-Greensburg spirit gift basket. Make sure you include the name and number of Pitt degrees in your family when you complete the RSVP process.
- Confirm your Honors** - Honor cords for cum laude, magna cum laude and summa cum laude will be distributed during the commencement ceremonies. April 2024 graduates should receive a letter from Academic Affairs regarding honors, as they are based on December 2023 grades. August 2023 and December 2023 graduates should have already received their actual diplomas with honors listed. Please be sure to contact the Registrar if you have any questions, otherwise your honors may not be listed correctly in the program or announced at the ceremony.
- Purchase your Regalia** - Cap, gown, and tassel packages will be available to purchase online and in the campus store. Information coming soon!





- ❑ **Honor Society or Student Organization Members and Student Athletes** - If you are a member of a recognized academic honor society or student organization, contact the faculty or staff advisor of that group for information regarding honor medallions, pins, or society/group-specific cords/stoles. Student Athletes who meet the requirements to wear stoles recognizing their participation in campus sports teams should reach out to the Athletics office.

- ❑ **Email Address** - Students should visit the [Information Technology website](#) to review the various services alumni will be able to use. It is highly recommended that you add a non-Pitt email address to your student information as well.

- ❑ **Home Address** - If your mailing address has changed or will soon change, please be sure to contact [Pitt Greensburg Academic Advising](#) at 724-836-9940. The address on file is where your diploma will be mailed.

All planning decisions will continue to focus on the health and safety of the Pitt Greensburg students, staff, faculty, and alumni, in addition to the general community.

Questions?

Visit <https://www.greensburg.pitt.edu/academics/commencement> for ongoing updates and ceremony information.