As you near graduation, please check to make sure that you have taken care of the following:

- **“University Undergraduate Ceremony Attendance and Diploma Mailing Information” form.** It is important that you complete this form on Access+ by December 2nd, **even if you are not attending the ceremony.** Log into your student Access+ account at, [https://accessplus.iastate.edu/frontdoor/login.jsp](https://accessplus.iastate.edu/frontdoor/login.jsp), click on “Diploma/Ceremony” and complete the on-line form.

- **Outstanding graduation requirements** – notification of any outstanding graduation requirements will be mailed to your in-session address the first week in November. All outstanding graduation requirements must be resolved by December 16, 2011.

- **Financial Aid Exit Counseling Session** – An exit counseling session is mandatory if you have borrowed through the Federal Direct Stafford Loan Program (either subsidized or unsubsidized). Please go to [http://www.nslds.ed.gov](http://www.nslds.ed.gov) to complete your exit counseling online. If you have questions, please contact the Office of Student Financial Aid, 0210 Beardshear, or phone (515) 294-2223.

- **Loans Receivable Exit Counseling Session** – An exit counseling session is mandatory if you have borrowed from the Disadvantaged Student Loan, Federal Perkins Loan, Health Profession Student Loan or University Long Term Loan programs. If you have questions, please contact Loans Receivables, 0880 Beardshear, or phone 294-8747.

- **Accounts Receivable Office** – Your transcript will not be released after graduation unless all financial obligations are cleared. Contact 0880 Beardshear Hall or phone (515) 294-7388 for more information.

- **Diploma Covers** – If you are attending the University Undergraduate Commencement ceremony on December 17th, you will receive a diploma cover during the ceremony. If you are not attending the university ceremony, you will need to pick up a diploma cover in the Graduation Office, 210 Enrollment Services Center. Diploma covers will not be mailed unless arrangements are made for postage costs ($5.00) to be added to your university bill.

- **With Distinction Cords** – If eligible, pick-up in the Graduation Office, 210 Enrollment Services Center.

- **Graduation Instructions** – If attending the university undergraduate ceremony, print instructions from the following website: [http://www.registrar.iastate.edu/graduation/undergraduate.html](http://www.registrar.iastate.edu/graduation/undergraduate.html)

**Caps and Gowns** – Caps and gowns may be purchased from the University Book Store, Memorial Union, [http://www.isubookstore.com/SiteText.aspx?id=551](http://www.isubookstore.com/SiteText.aspx?id=551), phone (515) 294-5684.

**Graduation Photographs** – Photographs at the university commencement ceremony will be taken by Flash Photography. Within 48 hours following commencement, graduates will receive instructions via email from the photographer on how to view and purchase photographs. Questions regarding commencement photos should be directed to Flash Photography at [http://www.flashphotography.com](http://www.flashphotography.com) (select “Contact Us” tab) or phone (214) 443-9393.

**Diploma Distribution** – Provide a diploma mailing address or indicate that you prefer to pick up your diploma by logging into your student Access+ account at [https://accessplus.iastate.edu/frontdoor/login.jsp](https://accessplus.iastate.edu/frontdoor/login.jsp). Click on “Diploma/Ceremony” and complete the on-line form by December 2nd.

- If mailing to an overseas address you **must** stop by the Graduation Office, 210 Enrollment Services Center, to fill out an overseas mailer and verify mailing information (**diplomas will be mailed to an overseas address only if this has been done**).
- If you elect to pick up your diploma, you may do so on/after January 5, 2012. Diplomas will be mailed on January 6, 2012.

**Individual College Convocations and Receptions.** You will receive information from your college regarding individual college convocation or reception activities. For more information contact:

- **Agriculture** – Mickie Deaton, 33 Curtiss Hall, 294-8653
- **Business** – Sarah Wilson, 1200 Gerdin, 294-8300
- **Design** – Bobbi Jo Kruckenberg, 134 Design, 294-7428
- **Engineering** – Julia Ham, 104J Marston Hall, 294-9988
- **Human Sciences** – Tara Fisher, E262 Lagomarcino, 294-7002
For more information contact the Graduation Office, 210 Enrollment Services Center, by phone at (515) 294-9372; by fax at (515) 294-9925 or by email at graduation@iastate.edu.