

## UNDERGRADUATE STUDENT SURVEY

In the past, a student experience survey was completed by undergraduate students when they picked up their caps and gowns in the Registrar's Office. **To save time, this survey will now be available for completion on-line.** You may complete the survey either on-line ahead of time or in the Registrar's Office when you pick up your cap and gown.

## UNDERGRADUATE STUDENT CAP and GOWN

Undergraduate candidates may pick up their caps and gowns in the Registrar's Office, Kretzmann Hall, from 8 a.m. to 5 p.m. during the **week of May 5** as follows:

Tuesday	May 6	Last names beginning with <b>A - F</b>
Wednesday	May 7	Last names beginning with <b>G - L</b>
Thursday	May 8	Last names beginning with <b>M - R</b>
Friday	May 9	Last names beginning with <b>S - Z</b>

In addition, the Registrar's Office will be open Saturday, May 17, from 9 a.m. to 12 noon for students who may be returning from off-campus for the ceremony. All remaining caps and gowns will be available in front of the Union prior to the Baccalaureate service or in Gym I prior to the Commencement ceremony.

## GRADUATE STUDENT CAP and GOWN

Graduate candidates may pick up their caps and gowns in the Office of Graduate Studies, Kretzmann Hall, from 8 a.m. to 6:30 p.m., Monday through Thursday, or 8 a.m. to 5 p.m. Friday during the week of May 5.

## UNDERGRADUATE and GRADUATE STUDENT COMMENCEMENT CARDS

When you pick up your cap and gown, you will be asked to fill out a card to be used by the name reader at the commencement ceremony. You will need to indicate whether there are any unusual pronunciations in your name. We will keep this card for you until just before the Commencement Ceremony, at which time the cards will be returned to you to help you determine where you are to line up (your degree and a sequence number are indicated on the card). **Keep the card throughout the ceremony until it is your turn to cross the stage; then give the card to the reader.**

## UNDERGRADUATE and GRADUATE STUDENT DIPLOMAS

**Undergraduate and Graduate diplomas** may be picked up after the commencement ceremony **on Sunday, May 18, in Gym I, southwest corner, until 4:30 p.m.** Please bring your student ID card or other identification. After that, diplomas may be picked up in the Registrar's Office beginning Monday, May 19.

## NEWS FROM IT

Graduates – This summer your Novell and LDAP (VU mail) accounts will be purged; therefore, you may want to take steps for saving mail and files before you leave campus.

- **VU mail, home directory (H Drive), shared network space, and web account:** Copy files to CDs at the Christopher Center and transfer or forward mail you want to keep. For help in transferring mail, check <http://www.valpo.edu/it/communication/ldap/email.php>
- **Change where your FullName Alias will route your mail:** Your [FirstName.LastName@valpo.edu](mailto:FirstName.LastName@valpo.edu) e-mail address is good for life, if only you tell us where to forward mail addressed there. Your VU mail account itself will go away. Go to the On-line Service Center at [www.valpo.edu/it/svcctr](http://www.valpo.edu/it/svcctr) to enter an address for mail forwarding. If you need to change this address again after your LDAP account expires, call the Help Desk to request the change.
- **CourseVU:** Course materials are no longer accessible after the faculty member archives the course, which may occur at any time.
- **Graduating, but continuing at VU?** Accounts of those **registered by the drop/add deadline** in grad school or law school will remain active.