

Smith Senior Checklist (JANUARY Completers)

Tasks for all seniors are in regular font. *Tasks that apply only to some groups are in italics.* **Tasks that have a specific deadline are bolded.** **Critical tasks are in red & preceded by an at symbol (@).**

Assuring Degree Completion (contacts: registrar@smith.edu; classdeans@smith.edu)

- ☐ Carefully review Smith's [Degree Requirements](#). Meet with your major advisor and/or [Class Dean](#) if you have questions or concerns.
- ☐ **@ Read and act upon all emails from the Registrar's Office (RO). The week after Fall Break, you'll receive an email with instructions on how to apply for degree completion, which initiates your senior certification. You will apply for degree completion via a Workday Journey, which will also walk you through additional steps to critical for Commencement planning. You must complete the Journey BY MID-NOV. In it you will:**
 - **Indicate whether you are participating in Commencement,**
 - **Note whether you want to march with a house different from your last house,**
 - **Assure we know what name you want on your diploma,**
 - **Specify and record the pronunciation of the first AND last name you want announced at Commencement as you walk across the stage.**
- ☐ **@ Read and act upon all emails from the Class Deans Office.** The Senior Class Dean will contact you if you have a credit shortage. Reach out to classdeans@smith.edu with questions about course selection, academic progress, or credit issues.
- ☐ Act promptly if you intend to [add or remove a second major, minor, or concentration](#).
- ☐ *For Honors Thesis Students – Be aware of all [important dates](#) for completing your thesis and stay connected with your thesis advisor. Answer all emails from honors@smith.edu.*

Planning for Careers or Grad School (contact: lazarus@smith.edu)

- ☐ Attend one or more [Career Fairs](#) during your Senior Year.
- ☐ Engage with [Career Advising](#).
- ☐ Know the steps involved in [Applying to Graduate School](#).
- ☐ Plan ahead if you need [Letters of Recommendation](#).
- ☐ Connect with advisors, faculty, and other mentors to nurture those relationships.
- ☐ Join [Smith Career Connect](#) and continue to engage with the [Lazarus Center for Career Development](#): selected services are available for up to 5 years after graduation and [Health Professions](#) advising is available for up to 10 years after graduation.

Attending Commencement and Other Celebrations (contact: smithevents@smith.edu)

- ☐ Learn about Ivy Day, Commencement, and other Smith [graduation traditions](#).
- ☐ Review all the [information for students and families](#) about Commencement.

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- ☐ **@ Respond to a March email from Residence Life to J-grads regarding Commencement housing. An e-form will be provided to request on-campus housing for Senior Week and Commencement and is usually due BY EARLY APRIL.**
- ☐ **Plan ahead if you have access needs.**
 - **BY APR 9: Complete guest accommodations form, as needed. Information about Guest Accessibility can be found at the bottom of [this Commencement page](#). For questions about guest accessibility, email smithevents@smith.edu.**
 - **IN APRIL: All Seniors registered with ARC will receive an email around Spring Break requesting they indicate their commencement access needs via a google form. For questions about student accessibility, email arc@smith.edu.**
- ☐ **@ BY EARLY MAY: Purchase your academic regalia through the Bookstore starting in January.**
 - *For Students Receiving Smith Aid – enter the regalia lottery offered by SGA in January if you need assistance purchasing your cap and gown.*
- ☐ **@ ON MAY 14 at 9 AM: Attend the mandatory Commencement Rehearsal at the ITT.**
- ☐ *For Students Earning Summa Cum Laude Latin Honors – After Ivy Day, when Latin Honors recipients are announced in the program, stop by the table at the back of the Quad to pick up your special cord and tassel.*
- ☐ Check directly with your academic department, student organization(s), athletics leadership, or others if you expect to receive a cord or sash to wear with your regalia for those activities.
- ☐ Explore the information about [yearbooks and photography](#) at Commencement.
- ☐ Be familiar with [inclement weather event plans](#). The event has been moved indoors to the ITT if you hear the college bells ringing at 8 am on either Ivy Day or Commencement Day.
- ☐ Access [the Commencement Livestream link](#) on the day of the celebration. A recording of Commencement will also be posted in the [Archive](#) after the event.
- ☐ **@ Obtain your diploma. On stage at Commencement, you'll receive a blank diploma with instructions inside on where and when that day to trade your cover for your actual diploma. If you do not pick up your diploma on Commencement afternoon or the following Monday during Registrar's Office business hours, the Registrar will mail it to the address on file in Workday.**

Wrapping It Up (contacts: appropriate office based on task)

- ☐ **@ Update your contact information in Workday. Add a non-Smith email address and check that your mailing address is updated.**
- ☐ Be aware of important [IT Policies and Deadlines for Graduating Students](#), such as transitioning your Smith email account, what to do with your Google Drive, and returning Smith computers and devices.

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- ☐ Return items you may have borrowed from [Smith or Five Colleges Libraries](#). Explore your specific [Smith Alumnae Library privileges](#) after graduating.
- ☐ Check out [Alum Benefits](#) and get registered on [The Network](#). You'll be an alumna soon!
- ☐ Know how to order [Official Transcripts](#).
- ☐ Plan for your health in the immediate post-graduation period.
 - Connect with the Schacht Center early in Fall semester for appointments, prescription refills, and other wellness needs.
 - *For January Graduates with have Smith health insurance, [review options](#) to maintain that health insurance during the spring semester.*
- ☐ Check your account in CashNet. If you still have a balance due, you may experience a Diploma Hold. If you have a credit on your student account, it will be automatically refunded to you within six months after graduation.
- ☐ *For students who have borrowed a federal student loan at any point during their time at Smith – Watch for an email from SFS with instructions to complete [Student Loan Exit Counseling](#).*
- ☐ Engage in Senior Week, if you wish. A full list events will be communicated in late April, by SGA and Student Engagement.
- ☐ *For International Students on an F-1 Visa –*
 - Attend an [OPT information session](#) if you hope to work in the U.S. after graduation. (Attendance is required prior to applying for OPT).
 - Review the [International Student and Scholars Office's travel page](#) if you have family members who require documentation in order to attend graduation.
 - **BY DEC 15: Check in with Romeo Luevano in the ISSO to confirm your post-Smith plans and discuss any possible visa implications.**

For Your Follow-Up: Contact Information for Offices Mentioned in this Checklist

Accessibility Resource Center (ARC): arc@smith.edu; College Hall 104

Alum Relations: alumnae@smith.edu; Alumnae House, 33 Elm Street

Class Deans Office: classdeans@smith.edu; College Hall 101

Events Management: smithevents@smith.edu

IT Services: ithelp@smith.edu; Seelye Hall B8; its.smith.edu/request-help

Lazarus Center: lazarus@smith.edu; McCartney Hall, 1 Chapin Drive

Registrar's Office: registrar@smith.edu; College Hall 102

ResLife: reslife@smith.edu; Clark Hall

Schacht Center: healthservices@smith.edu; 10 Elm Street; 413-585-2800

Student Financial Services: sfs@smith.edu; College Hall 108

SGA: sga@smith.edu; Campus Center, Lower Level