

Graduate Checklist

Before Graduation

- To Do As Soon As Possible:**
 - [Order your graduation regalia.](#)
 - If you wish to wear a cord or stole, complete the [request form](#).
 - Keep an eye out for your Commencement invitation (email coming in mid-April) and be sure to RSVP.
 - Create your Tassel profile to ensure the correct pronunciation of your name (email coming mid-April).
 - Update your address on the SOMA Portal to a permanent one for your diploma.
 - Update your contact information through the [Alumni Survey](#).
 - [Vote](#) for the student roles in commencement.

- By March 20:**
 - Submit the name you want on your diploma via the SOMA Portal.
 - Log on to the [SOMA](#) Portal
 - Click the *Student Home Tile*
 - Click the *Profile Tile*
 - Click the plus sign (+) to add a name
 - Choose the type **Diploma**
 - Enter the first, middle, and last name you want on your diploma
 - Click the green **Save** button

- Starting April 13:**
 - Pick up guest tickets for the Commencement Ceremony at the Office of Student Affairs and Wellbeing from Marie Thompson or Jennifer Tunnicliffe in office 4232.

- By April 17:**
 - [Vote](#) for your cohort's reflection speakers and gonfalonier.

- By May 7:**
 - Final day to [order your graduation regalia](#).

- Final day to RSVP to the official commencement invitation.
- By May 8:**
 - Final day to confirm your name pronunciation in Tassel.

Graduation Events

- June 2:**
 - Attend the Graduation Dinner at the Montclair Art Museum from 6:30 PM to 11:30 PM. Invitation to follow.
- June 4:**
 - Attend the Commencement Ceremony at the New Jersey Performing Arts Center.

After Graduation

- June 12 (Degree Conferral Date):**
 - This is the official date your degree is awarded.
 - Online transcript ordering and electronic delivery are expected to be available.
 - Your electronic diploma should be available.
- After June 12:**
 - Your paper diploma will be mailed 8-12 weeks after this date to the address listed on the SOMA Portal.
- As Needed:**
 - If your residency program requires a transcript *before* your degree is conferred (not common), forward the request to OAR@hmsom.edu for review before taking action or complete this online form:
<https://redcap.hmhn.org/redcap/surveys/?s=AWFW48EDRDC4H88D>