

**Last Day to Register for
Fall Graduation**

Friday, September 27, 2019

Fall Grad Center

Tuesday, November 12, 2019

11:00 am – 5:00 pm

Administrative Offices

Personal Graduation Assistance

**Last Day to Register for
Spring Graduation**

Friday, November 15, 2019

Spring Grad Center

Tuesday, April 7, 2020

11:00 am – 6:00 pm

Capeci Hall - Library

Personal Graduation Assistance

Closing Convocation

(graduates wear cap & gown)

Friday, April 24, 2020

10:00 am – 11:00 am

Flower Chapel

Graduation Rehearsal

(cap & gown NOT required)

Thursday, April 30, 2020

3:00 pm

Flower Chapel

Baccalaureate Service

(graduates wear cap & gown)

Friday, May 1, 2020

10:00 am – 11:00 am

Flower Chapel

Commencement Service

(graduates wear cap & gown)

Friday, May 1, 2020

3:00 pm – 5:30 pm

Green Lane Commons

Important Contact Information

Academic Affairs

djdamazo@valleyforge.edu

Phone # 610.917.1401

Alumni Services Office

alumnipresident@valleyforge.edu

Phone # 610.917.1472

Career Services Office

s_peppel@valleyforge.edu

Phone # 610.917.1461

Financial Services Office

financialservices@valleyforge.edu

Phone # 610.917.1475

Registrar's Office

M_dugan@valleyforge.edu

Phone # 610.917.1427

Graduation Exit Survey

cjschneeberger@valleyforge.edu

Phone # 610-917-1563

Senior Pictures

Rjfont@valleyforge.edu

Phone # 610.917.3961

Student Life Office

studentlife@valleyforge.edu

Phone # 610.917.1468

2019-2020

**Graduation
Requirement
Information**



1401 Charlestown Road
Phoenixville, PA 19460
610.935.0450

PLEASE REMEMBER:

Graduation information will be sent to you primarily by email, so please be sure to check your inbox regularly throughout the semester.

Below is a list of requirements necessary to complete the graduation process. *You are responsible to make sure you have completed all requirements for graduation.*

2019-2020 CHECKLIST FOR SENIORS

(Explanations for some steps are listed to the right of this list)

- ___ 1. Register for graduation in the Registrar's Office
- ___ 2. Complete Financial Aid Exit Interview
- ___ 3. Pay college bill in full*
- ___ 4. Complete required number of credits
- ___ 5. Complete required courses for degree
- ___ 6. Finish with a GPA of 2.0 or higher
- ___ 7. Complete Graduation Exit Survey
- ___ 8. Change address on Graduation Exit Survey
- ___ 9. Meet with Alumni Services
- ___ 10. Have your senior picture taken

***Your diploma will not be sent if you have any outstanding balances.**

REGISTER FOR GRADUATION

Students who will finish their courses must register for graduation at the Registrar's Office by September 27, 2019 for the Fall and November 15, 2020 for the Spring or Summer.

You will receive an email that instructs you how to order your cap and gown. Graduation attire will be issued at your Grad Center Event.

FINANCIAL AID EXIT INTERVIEW

A Financial Aid Exit Interview is required for all UVF graduates and is a federal requirement for those who have Perkins or Stafford loans. Complete the online Exit Counseling at www.studentloans.gov. The Financial Services Office will receive an electronic confirmation.

FINANCIAL REQUIREMENTS

The graduation fee is \$80.00 for Undergraduate and \$105.00 for Graduate students. This fee will be added to your student account.

Check with the Student Financial Services Office to pay your school bill, fees, fines, etc. Make sure all library books are returned.

CHANGE OF ADDRESS

Your diploma will be mailed to the address listed on your Senior Exit Survey.

SENIOR PICTURE

The Marketing Office will be available to take your senior picture in your cap and gown in their offices during Grad Center.

CAREER SERVICES

The Career Services Office is available to help you with your resume or help you seek employment. Feel free to contact Sarah Peppel if you need her assistance.

ACADEMIC REQUIREMENTS

Make sure you have completed or enrolled in all of the courses required for your major, and have earned a cumulative grade point average (GPA) of 2.0 or higher.
(Education majors 3.0).

Review your graduation checklist and see your advisor to confirm that you have completed everything required.

GRADUATION EXIT SURVEY

You will receive an email that will invite you to take an online Senior Exit Survey. The final question of the survey will ask if you would like a personal interview and will give you a list of faculty and cabinet members with whom you may interview. They will contact you to make an appointment.

GRADUATION EVENTS

This brochure includes a printed list of events for all graduates. You are required to be present at the Baccalaureate and Commencement ceremonies, as well as Commencement rehearsal. ***Any requests for exemption must be submitted in writing to the Academic Affairs Committee.***

You will also receive separate information regarding the activities of Commencement Day from the Academic Affairs Office.