

Class of 2024



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How do I access the Senior Checklist (Graduation

Dashboard)?

Access it on the 'Class of 2024 Candidates' page under 'Campus Links' of the HT website - <https://htu.edu/class-of-2024-candidates/>

Click on 'Graduation Dashboard'

Click on the blue hyperlink at the top of the page titled 'Huston-Tillotson University'

Choose the 'Graduation Dashboard 2024' tile.

Enter your student ID number and complete the steps. Steps with a circled arrow indicate there is additional information to review for that step. Click the button.

How do I complete the steps on the checklist and when should it be completed?

It must be completed before you can pick up your cap & gown starting Friday, April 26, 2024. More information will be sent. Complete the checklist steps by submitting requested information and completing any forms indicated for each button. More information may be found by clicking on the circled arrow. Contact information may be provided on some buttons in case you have questions about that step.

What happens after I complete each step on the checklist?

Information is sent to the departments responsible for each step, and the department will complete an electronic sign-off on the master graduation file by indicating a 'Yes'. The master graduation file is uploaded to the graduation dashboard for students to view. This process could take between 2 – 5 business days to complete once the student has completed the step. Once a student has received a 'Yes' for all steps, the student will receive a completion confirmation from the Provost and VP for Academic Affairs.

When will caps and gowns be available? Starting, Friday, April 26th. If you are eligible, honor and military cords will also be distributed at this time.

How will I be able to retrieve my cap and gown? Pick-up will be at the Office of Records and Registration window (A–L 210 10am–6pm).

When will my class ring be available if I ordered one? April 19th and a notice will be sent upon arrival. Pick-up will be at the Office of Records and Registration window (A–L 210 10am–6pm).

When will I know if I am being honored at the Honors Day Ceremony? You should have received an email from the Provost and VP for Academic Affairs by April 1st. For questions, please contact officeoftheprovost@htu.edu

When will graduation rehearsal be held? Friday, May 3rd at 11:00 am at Shoreline Church 15201 Burnet Rd., Austin, TX 78728. The rehearsal will last approximately 2 hours.

When and where is the Commencement Ceremony? The ceremony will be held at Shoreline Church, 15201 Burnet Rd., Austin, TX 78728, at 9:00am. **Preferred Attire:** Ladies - white dresses and comfortable dress shoes and Men – dark trousers or suite, necktie or bow tie, and dress shoes.

Can my graduation cap be decorated? You may have modest decorations that do not protrude over the edges or in height. Stoles may also be worn.

What time will I need to arrive for the Commencement Ceremony? Graduates will need to arrive at Shoreline by 6:30 am. Pictures will be taken, and students will be organized for the processional.

What do I do if I have elderly or handicapped family members attending the Commencement Ceremony? Please follow the directions from the ushers and arrive early.

What hotels are available for families attending the Commencement Ceremony? Please check the HT website - <https://htu.edu/class-of-2024-candidates/>

Is there a limit to the number of guests I can invite to the Commencement Ceremony? There is no limit to the number of guests you may invite.

When will I receive my diploma? Diplomas will be available for pick up immediately following the ceremony unless otherwise directed. Diplomas not picked up will be mailed to the address you provided on the graduation application.

Are there other graduation activities I need to be aware of, and for which do I need to RSVP?

Please refer to the email sent to you on Monday, March 4th from Ms. Linda Y. Jackson – President's Reception Thursday, May 2nd. Please RSVP by April 25th to <http://tinyurl.com/2024-1974> or 512.505.3110