



# Class Day Checklist

## APPLY TO GRADUATE

In order to be considered for a degree, all students must file an Application for Graduation. Degrees are awarded in October, February and May. Every candidate, regardless of graduation date, is invited to participate in Class Day and University Commencement. For more information and deadlines, please visit: [Mailman School of Public Health Graduation Application](#).

## VERIFY DIPLOMA ADDRESS

Your diploma will be mailed to the Diploma Address listed in SSOL typically 6-8 weeks after graduation. A Diploma Address that is missing may result in a delay of receipt of your diploma. Please visit [SSOL](#) and ensure you have the correct Diploma Address listed. Take into account any moves you may do in the months following graduation. Please also note that a 'Mailing Address' or 'Permanent Address' is not a Diploma Address, it is its own category.

## ORDER REGALIA

All graduates (October, February and May) who plan to attend the May graduation ceremonies must wear academic regalia to both the Mailman and all-university Commencement ceremonies. Graduates must purchase regalia from the Columbia University Bookstore. Online and in-store purchasing is available. Please refer to our [website](#) for pricing and details. **SAVE THE DATE for the Grad Fair on Friday, March 1, 2024 at the Medical Campus Bookstore.**

## MARCHINGORDER FOR NAME PRONUNCIATION & TICKETS

The Mailman School has partnered with MarchingOrder, an online service for both ticketing and name pronunciation. After spring break, eligible graduates will receive an email invitation to access their MarchingOrder account. Students will be prompted to submit both phonetics and voice recordings of their name to ensure their names are read aloud correctly at Class Day.

MarchingOrder will also serve as the ticketing platform for Mailman School of Public Health Class Day. Eligible graduates are able to request up to six (6) guest tickets for the Mailman School of Public Health Class Day Ceremony. For information on University Commencement tickets, please visit their [website](#).

## PRE-REGISTER FOR OFFICIAL COMMENCEMENT PHOTOGRAPHS

Students may participate in three photos while crossing the commencement dais. Island Photography will be providing the photo coverage for our commencement ceremony. Island photography provides a [registration page](#) where students and their families may submit details ahead of time to receive proofs. They can be contacted at [custserv@islandphoto.com](mailto:custserv@islandphoto.com) with any questions.

## APPLY TO BE CLASS SPEAKER

The class speaker provides the graduating class the opportunity to hear from one of their own. The speaker's remarks will be shared with the community as a *Message to the Graduating Class*. Graduating students interested in being selected as Class Speaker should review the [selection process](#) on our website.

