

**CHECKLIST FOR DECEMBER 2021 GRADUATES**  
**CEREMONY ON DECEMBER 18, 2021 at 9:30 a.m.**

1. Complete your application for graduation through the Registrar's Office and make sure all of your PAWS info (address, etc.) is accurate.
2. Check your FSU email for an email from commencement@frostburg.edu via marchingorder.com inviting you to register with the **Marching Order system. Graduates planning to attend Commencement on December 18 must register for the ceremony.**  
What is Marching Order?
  - allows you to register for graduation online
  - Obtain e-tickets for your guests (you must claim your tickets by December 11, 2021)
  - Gives you the ability to record your name to ensure it is pronounced correctly during the ceremony
  - Add a photo and personal message to the pre-ceremony slideshow
3. Order your cap and gown (at no charge) through the Balfour Build-A-Grad link at the end of the Marching Order registration page. You can choose to ship to the University Store or to your home. *Orders placed after **November 21** cannot be guaranteed to arrive in time for the ceremony.*
4. Continue to check your FSU email and [www.frostburg.edu/commencement](http://www.frostburg.edu/commencement) for important updates and further details.
5. Bring your cap & gown to commencement with you on **Saturday, December 18 to line up in the practice gym** in PE Center lower level **by 8:00 a.m. for the 9:30 a.m. ceremony.** Your name card will be given to you upon arrival at the practice gym. You must have this name card to hand to the name reader as you cross the stage.

**CONGRATULATIONS!**