

2009 Buffalo State Commencement

Bachelor's Commencement FAQs

Q: I did not receive an informational postcard at my permanent address during spring break (March 23-28, 2009). I did apply for my degree by the deadline. What happened?

A: There are two top reasons some degree candidates do not receive their postcards.

1. Your address of record is outdated*

Commencement postcards are mailed via bulk mail to the permanent address you have on file with the Registrar as of the degree application deadline. The Post Office does not forward bulk mail. If your address has changed and you have not submitted a change of address form, or, you have no permanent address of record, only a local address, please do the following ASAP:

- Submit a change of address form to the Registrar. Provide a permanent address and also a local address if applicable. The form is available at www.buffalostate.edu/registrar/forms.xml.
- Go to the Registrar's Office during regular hours with your date-stamped copy of your degree application. Your name will be placed on the eligibility list in the bookstore, and you will be able to register for commencement from April 8 through May 9. Bring photo ID to the bookstore to receive tickets.
- If you had submitted a change of address form, check with the Registrar's Office to be sure it is accurate in their system. The Registrar's Office will provide you with a commencement informational postcard that includes your name, semester in which you intend to graduate, and whether or not you are eligible to wear the gold honors cord at Commencement. Staff will validate the card. Take the validated card (and photo ID) to the bookstore to register for commencement.

2. Review of your records**

The Registrar's Office conducts a preliminary review of your records following your submitting a degree application. The office will notify you via postal mail if you lack degree requirements, which may affect your not receiving the commencement postcard. Check with the Registrar's Office to confirm whether or not you should have received the postcard.

***NOTE:** *Your name should be on the eligibility list in the bookstore and on the list used to produce the commencement program booklet if you submitted your degree application by the deadline and a preliminary review of your degree application did not indicate deficiencies.*

****NOTE:** *Your receipt of the informational postcard is not confirmation of your graduation. The Registrar will conduct a final review of your records once all grades are submitted for the semester you intend to graduate.*

For more in-depth issues related to your academic record or mailing address, you are advised to contact the Registrar's Office, regofc@buffalostate.edu, (716) 878-4811, or in Moot Hall 210.