



February 2018

Dear School of Hospitality Administration Degree Candidate:

On behalf of the faculty and staff of the School of Hospitality Administration, we would like to extend our congratulations on your upcoming graduation.

As you may be aware, you are eligible to attend all Commencement activities. The School of Hospitality Administration Convocation ceremony will be held on Saturday, May 19th at 10:00 a.m. in METCALF HALL at the George Sherman Union. The University-wide graduation ceremony will be held on Sunday, May 20th on Nickerson Field at 1:00 p.m. You are cordially invited to participate in either or both ceremonies.

Students who are graduating should access the student link to update their graduation ceremony information.

To access the update functions:

- **Log-on to the Student Link**
- **Select the “Academics” tab**
- **Select the “Diploma and Graduation Information” option**

Please update the following information NO LATER THAN APRIL 11, 2018:

- **Whether you are attending the May ceremonies**
 - **Please note: You must also email mcallas@bu.edu with the total number of guests attending (including yourself) by April 11th.**
- **If you are not attending the May ceremonies, please indicate whether you are picking up your diploma or the address to which you want your diploma mailed.**

As a reminder, if you are completing any courses outside of Boston University, we must receive official transcripts from all outside institutions **NO LATER THAN MAY 1, 2018** in order to clear you to graduate in May. Transcripts should be sent to the attention of the School of Hospitality Administration Director of Student Services, Meg Andrews at 928 Commonwealth Avenue, Boston MA 02215. If you have any questions regarding graduation, please call the office at 353-3261.

Again, congratulations on your upcoming graduation, we wish you much success in your future endeavors.

Meg Andrews

Director, Student Services

School of Hospitality Administration