Congratulations, graduating seniors!
We’re proud of your accomplishments and how hard you’ve worked throughout your years at Union. As your time on campus comes to an end, we want to help make your transition from the College as seamless as possible. In this newsletter, you’ll find a range of information to help navigate the process. Please review and respond to important action items before graduation. We wish you and your family all the best for the future.

Attend the May 7 Grad Fair
The Union Grad Fair will be held on Tuesday, May 7, 10 a.m.-3 p.m., in the Nott Memorial. Here is where you’ll pick up your free, pre-ordered academic regalia from Oak Hall, our official cap and gown provider. You can also order graduation photos, class rings and diploma frames. Representatives from Advancement Information Services, Alumni Relations, Becker Career Center and the Bookstore will also be on hand to answer questions about their respective services. (Note: In our efforts to remain green, all students will be wearing environmentally conscious GreenWeaver® regalia made of fabric spun from molten plastic pellets produced from 100 percent post-consumer recycled plastic bottles.)

Check account balances, and note charging and billing deadlines
Check your student account balance in Web Advising and make any necessary payments. Requests for degree verifications or transcripts will be fulfilled only after all outstanding payments have been received.

- **May 15**: Elective charging to your student account will end.
- **May 15**: Health Services will stop billing tuition accounts for charges incurred. Credit cards, cash or checks will now be accepted for billable services.
- **May 16**: Bookstore accounts will be deactivated to allow charges to clear before graduation. Credit cards, cash or checks will now be accepted for billable services.
- **June 6**: Payment of your student account balance is due. (This will include final Health Services and Bookstore charges.)
- **July**: Refunds of initial admissions deposits will be processed this month and mailed to your home or other address on file. Refunds will be offset by any remaining student account balance not paid.
- **Oct. 31**: Student and parent WebAdvising accounts will be disabled.

**Complete Union and Perkins loan exit counseling**

If you received Union College or federal Perkins loans, you must complete online exit counseling through our loan servicer, Heartland ECSI. Heartland will notify you directly with instructions on how to log in and complete your exit. Exit counseling is an important step in understanding your loan repayment responsibilities. Students who have not completed this graduation requirement will have their transcripts held. Contact the Bursar’s Office at (518) 388-6106 or bursar@union.edu if you have questions.

**Complete Federal Direct Loan counseling**

If you have borrowed a Federal Direct Subsidized or Unsubsidized Loan, you are required to complete online exit counseling via the federal student loan website. Use only your own FSA ID to log in and access the exit counseling. For a complete list of your federal student loans and loan servicer information, please visit the National Student Loan Data System (NSLDS – also accessed with your FSA ID). If you have forgotten your FSA ID, click here. If you haven’t already done so, we highly recommend that you set up an account with your loan servicer to manage your loans.

**Please note:** This requirement is separate from exit counseling required for those with Perkins or Union College loans. If you are continuing on to graduate school, you must complete the loan exit counseling requirement for Union even if you intend to borrow at your new institution. Contact the Financial Aid Office at (518) 388-6123 or finaid@union.edu for more information.

**Return your athletic equipment**

Turn in any team apparel and equipment you were issued, such as practice apparel, uniforms and pads. Your coach will contact you with information concerning your returns. All uniforms not in use should be given back by **May 15**. Contact Charlie Mackey, Athletics equipment manager, at (518) 388-6024 or mackeyc@union.edu with questions.

**Return your library books**

And don’t forget other library materials, such as movies and CDs.
Consider your email account
Your Union email account will be disabled effective June 30, 2020. There are several options for transferring email from your Union account. In addition, the Office of Alumni and Parent Engagement offers a free alumni Gmail account with your same union.edu username. For detailed information on email management, go to the ITS website for information for graduating seniors.

Update your home and business contact information
To help us stay in touch, please submit the Update Your Information form.

Contribute to the Senior Class Gift
The Senior Class Gift Program is one way for seniors to show their appreciation for Union. The Class of 2019 gift is a contribution to the Annual Fund, which supports everything from scholarships and student activities to terms abroad and undergraduate research. Seniors who donate $100 or more to the gift program become members of the Terrace Council for 2019. In recognizing annual philanthropy, membership in this giving society includes access to networking opportunities after graduation and invitations to special events, including the President’s Reception in New York City in the fall. To make a gift, please visit union.edu/give and select “Annual Fund” as your designation. For more details, contact Samantha Coons at coonss@union.edu.

Vacate your residence
Graduating seniors are required to vacate their on-campus housing assignment and remove all belongings by Sunday, June 16, at 6 p.m. You can visit the multi-purpose room in Garnet Commons any time before then to request an in-person walk-through of the space by Residential Life staff. Seniors who wish to waive their rights to room damage charges can complete an express checkout envelope with their key and drop it off at Campus Safety in College Park Hall. Any damage fees you may have incurred during your last year will be added to your student account on June 30. If you have a fine or damage charges, you will be notified by email. Official transcripts will be released only after these fees are paid.

Check on Senior Week
Communications regarding Senior Week events will be sent directly to students by the senior class officers later in spring term.

Get details on Commencement
To learn about Commencement ceremonies, schedules, parking, weather plans and area information, go to the Commencement website.

Clean out your mailbox
Before leaving campus, visit your mailbox in Reamer Campus Center to check for any important documents or letters you may have recently received. Also, be sure to provide a forwarding mail address. Do the same with any online purchases you make. Packages delivered to Union after you graduate will be sent back to the shipper.
Continue to use the Career Center
There still are more than 600 jobs across a variety of industries posted in Handshake. If you need help with next steps in your job search or plans for after Union, the Career Center is open all summer, from 8 a.m. to 4 p.m. If you recently secured a position or received a graduate school acceptance, please send an update to Rochelle Caruso at carusor@union.edu. It is always exciting to hear what students will be doing after Union.

For parents
As your future Union graduate prepares to embark on a professional path or to continue their educational journey, we hope you will consider making a gift to the College in celebration and appreciation of your student’s experience. Gifts may be directed to honor a mentor or professor, or in support of a particular department or program. Visit union.edu/parents to learn more. We thank you for your generosity.