GRADUATION PLANNING GUIDE FOR FALL SEMESTER 2012

Fall Semester 2012

Saturday, December 8, 2012-COMMENCEMENT

A checklist follows to aid you in meeting deadlines. Please adhere to dates and times listed below.

Deadline September 28	Registration dates for the ACAT and MFT. Testing Center, ACAD Building, Room 195 Contact your department chairperson for clarification if exit examination required
Deadline October 5	ACAT Examination (Testing Center, ACAD Building, Room 195)
September 12-13	Graduation Fair, The New Student Center, 10:00 a.m. – 4:00 p.m. Order cap and gown for commencement (Required for commencement participation) Order graduation announcements, class ring and accessories
October 8- November 28	MFT Examination (Testing Center, ACAD Building Room 195)
October 12	**GRADUATION CLEARANCE DEADLINE:** Deadline to pay required graduation fee Deadline to pay senior class dues Outstanding transcripts for transient students and CLEP results due Deadline to file a Repeat Policy Application for courses repeated prior to Fall 2012 Forms submitted after the deadline will not be processed
November 13	Deadline to remove "I" and "IP" grades before automatic "F" Deadline to request permission to graduate in absentia from Provost/Vice President for Academic Affairs
November 29	Deadline date for receipt of Exit Examination Results (ACAT, Comprehensive Exam, GACE I, GACE II, GRE-Subject, or MFT) Deadline date for receipt of results from Portfolio or Recital Results submitted after the deadline will not be processed
November 30- December 1,3,4	**FINAL EXAMINATIONS FOR END OF TERM FOR ALL STUDENTS**
December 5-6	Exit Interview with Office of Financial Operations at the Cashier's Window for students that received Perkins Loans only. Location: ACAD Building, Room 284 from 9:00 a.m. to 4:00 p.m. Exit Interview with Campus Post Office for students that live on campus only. Location: The New Student Center from 8:00 a.m. to 3:00 p.m. Clearance slips issued by Office of Financial Operations for all students, Cashier's Window ACAD Building, Room 284 from 9:00 a.m. to 4:00 p.m. (**Required in order to receive your diploma)**
December 5-6	Honor Cords issued for eligible undergraduate students only, Office of Academic Services and Registrar, ACAD Building Room 283 (9:00 a.m. – 3:30 p.m.)
December 6	Deadline date for receipt of Departmental Exit Examination Results Results submitted after the deadline will not be processed
December 7	End-of-term grades due in Banner by faculty at 3:00 p.m. for all students
December 7	Graduates' Breakfast, 9:00 a.m. **(Dressy attire, please)** James C. Reese Building, 1st Floor
December 7	Graduation Rehearsal: ASU HPER Complex at 11:00 a.m.
December 8	Commencement – Albany James H. Gray Sr. Civic Center,100 Oglethorpe Blvd., Albany, GA 31701 **9:45 a.m. (line up at 8:30 a.m.)**
December 17	Deadline to file Repeat Policy Application for courses repeated Fall Semester 2012 Forms submitted after the deadline date will not be processed. Please consult your chairperson or dean.

GRADUATION AT A GLANCE

You will receive informational e-mails throughout your semester of graduation. These emails will contain reminders about deadlines, and your graduation status.
It is your responsibility to check your status via ASU email account and to resolve any graduation discrepancies with your chairperson or dean.
Albany State University holds commencement ceremonies at the end of the Fall and Spring Semesters at the James H. Gray Civic Center, 100 W. Oglethorpe Blvd., Albany, GA 31701.
Line up begins at 8:30 a.m. **No student** will be allowed in the line of march after the procession has begun. Please be on time.
If it is absolutely necessary that the degree be conferred in absentia, the student should write a letter to the Provost/Vice President for Academic Affairs requesting permission to graduate in absentia giving a valid reason why you cannot participate. If approval is granted, the diploma will be mailed provided the student has taken care of all obligations, including the exit interview required of all students who have received federal loans and the payment of the graduation fee. A diploma that is to be mailed "certified" to the address on the Application for Graduation/Degree Audit will cost an additional $8.00 in addition to the graduation fee.
The full amount of the fee is required.

OUTSTANDING REQUIREMENTS

All potential graduates are required to take an exit examination required by their academic department. Scores for any required examination must be on file in the Office of Academic Services and Registrar by the deadline date.
All requirements for graduation must be completed by the deadline date, except current course work at Albany State University. Any student with course work that is not received by the deadline date will not be eligible for current graduation.

EXIT INTERVIEW – FINANCIAL AID OFFICE

Potential graduates who have not received any financial aid should report to Financial Operations Office and pay the required graduation fee by the deadline date. Prior to graduating, borrowers are required to complete an exit counseling session.
All students who received federal loans (Direct Student Loans-Subsidized and Unsubsidized Stafford Loans) are required to complete an online exit counseling session. This exit counseling session will take about 30-40 minutes to complete.
To complete the Exit Interview, please go to: https://www.dl.ed.gov

- Click Entrance & Exit Counseling.
- Complete the Exit Counseling Session.
- Your Federal PIN Number can be retrieved at http://www. pin.ed.gov.

COMMENCEMENT APPAREL

Commencement is a very special ceremony. Graduates and family members will be capturing the occasion through snapshots and videotapes. Therefore, it is important that everything is properly coordinated and displayed, including the regalia. Here are some tips for a picture perfect commencement.
Caps should be worn straight on the head with the front point in the center of the forehead. The Bachelor's tassel should be worn on the right side and shifted to the left side at the designated time. Dark shoes, dark colored hose and dark clothing should be worn. No flowers or decorative jewels should be worn. Honor cords (for eligible students) must be cleared through the Office of Academic Services and Registrar before paying the Cashier. Other instructions will be given during the graduation rehearsal.

GRADUATION WITH HONORS/HONOR CORDS

Honors are based upon all academic work attempted including all courses attempted at other institutions.
At least 30 hours of the credits used to determine honors must be earned at Albany State University.

To determine eligibility for recognition of graduation with honors at the ceremony**, the student's grade point average at the end of the semester prior to the graduation ceremony will be used**. After graduation and all final grades are recorded, calculated and all degree requirements are complete, official honors will be included on transcripts. The honors categories are listed below:

Honors	Required Overall GPA	Color of Honor Cord
Summa Cum Laude	4.00 - 3.90	Gold
Magna Cum Laude	3.89 - 3.75	Blue
Cum Laude	3.74 - 3.50	White

RECEIPT OF DIPLOMA

Candidates for graduation must meet all criteria for graduation from their respective programs pending grades for the current graduating semester.
The actual diploma will not be presented at the commencement ceremony. The student will receive a diploma cover and the diploma will be available within four weeks following the ceremony. Following certification of completion of all requirements, students may pick up and sign for their diploma in the Office of Academic Services and Registrar. Or, the diploma will be mailed to the address specified on the Application for Degree. An announcement will be made indicating when diplomas are available.
The diploma will be held for eight weeks. A student with a hold will not receive a diploma until the appropriate department removes the hold and the Office of Academic Services and Registrar is notified by the department placing the hold.
Although we exert every effort to ensure that diplomas are correct, students should review the diploma carefully and advise our office immediately of any discrepancies.
NOTE: A request submitted for a name change after the graduation/degree audit will not be changed prior to commencement, and there will be a charge to order another diploma ($30.00 for the bachelor's and $40.00 for the specialist and master's degrees).

DIPLOMA HOLDS

Neither your diploma nor your transcript will be released if you have outstanding financial obligations to the university. It is your responsibility to clear any holds or financial obligations.

GRADUATION FEES AND OTHER OBLIGATIONS

Every student receiving a degree must pay a graduation fee (see chart below). All fees due to the University must be paid before a student is finally cleared for graduation.

GRADUATION FEES (NON-REFUNDABLE)

DESCRIPTION	*COST*	*PAYMENT LOCATION*
Bachelor's Degree (includes diploma)	$30.00	Cashier's Window
Master's Degree (includes diploma)	$40.00	Cashier's Window
Specialist Degree (includes diploma)	$40.00	Cashier's Window
Honor Cords and Merit Scholar Honors Cord (for eligible undergraduate students only)	$17.00	Cashier's Window (Check with the Office of Academic Services and Registrar before making payment.)
Dual Degree (additional fee)	$15.00	Cashier's Window
Mailing Fee for Diploma	$8.00	Cashier's Window
Class Dues (Senior Class Activity)	$10.00	Office of Academic Services and Registrar, ACAD Bldg., Room 283
Bachelor's Regalia (cap/gown/tassel/hood)	$62.00 (plus taxes)	ASU Bookstore, New Student Center
Master's Regalia (cap/gown/tassel/hood)	$65.00 (plus taxes)	ASU Bookstore, New Student Center
Specialist Regalia (cap/gown/tassel/hood)	$68.00 (plus taxes)	ASU Bookstore, New Student Center

The graduation fee (diploma) should be paid at the Office of Financial Operations (Cashier's Window), ACAD Building, Room 284.
Class dues (no personal checks) will be accepted in the Office of Academic Services and Registrar, ACAD Building, Room 283.

GRADUATION FAIR -REGALIA INFORMATION

The graduation fair will be held over a two-day period from 10:00 am to 4:00 pm in the new Student Center. Refer to the Academic Calendar for the Graduation Fair dates and times. All potential graduates are encouraged to attend one of the days. A representative from our vendor will be there to assist you with ordering cap and gown, invitations, rings and other items.

If you have any questions regarding ordering caps, gowns, hoods, tassels**,** and graduation announcements, please call the ASU Bookstore at 229-903-3620 for details. Payment for regalia is required when you place your order.

The schedule for pick-up of your cap and gown will be announced by the Bookstore.

Check your package for a gown, hood, cap, tassel and numeral. Make sure your gown and cap fits before leaving the ASU Bookstore.

The faculty and staff of Albany State University are here to ensure that your commencement is a rewarding and memorable experience. Thank you for your cooperation and support toward that objective.

On behalf of President Everette J. Freeman and the entire Albany State University family, congratulations! We wish you every success in your future endeavors.