

Albany State University

Commencement Planning Guide



Fall 2015

GRADUATION PLANNING GUIDE FOR FALL SEMESTER 2015

Saturday, December 12, 2015-COMMENCEMENT

GRADUATION AT A GLANCE

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 8:00 a.m. **No student** will be allowed in the line of march after the procession has begun. Please be on time.

Graduation in Absentia

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. You must provide 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. Your diploma will be mailed to the address listed on the Application for Graduation/Degree Audit.

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 the current commencement ceremony.

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.

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://studentloans.gov/myDirectLoan/index.action>

Log into your account

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

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	Requirements	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
Military	Proof of Military Service	Red, White and Blue
Honors Program Merit Scholar	Member of the V.F. Grant Honors Program in good standing. Honors Stoles are distributed at the Honors Program Graduation Exit Forum	Blue & Gold Stole

You will receive informational emails 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 your ASU email account and to resolve any graduation discrepancies with your chairperson or dean. If you are not currently enrolled, please submit an updated Application for Graduation to the Registrar's Office indicating an alternate email address.

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 five (5) 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. If you live outside of the Albany area, your diploma will be mailed to the address specified on the Application for Degree for Degree Evaluation and Graduation. Please make sure your mailing address in BANNER is correct.

The diploma will be held for eight weeks. A student with a hold will not receive a transcript or diploma until the appropriate department removes the hold and the Office of Academic Services and Registrar is notified.

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: Requests submitted for a name change must be completed four weeks 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).

TRANSCRIPT AND DIPLOMA HOLDS

Neither your diploma nor your transcript will be released if you have any outstanding obligations to the university. You will be notified via email if you have any outstanding obligations. You must secure a clearance slip from The Office of Financial Operations, Billy C. Black Building, Room 284 from 9:00 a.m. to 4:00 p.m., Cashier's Window, (229-430-4610) after you have settled your obligations to the university and submit it to the Office of Academic Services and Registrar. 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. This includes the graduation fee, parking tickets, obligations to the library, National Direct Student Loan (NDSL) and the Business Office.

The full amount of the Graduation Fee is required.

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 Student Center on September 15th & 16th. 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.

GRADUATION FEES (NON-REFUNDABLE)

<i>DESCRIPTION</i>	<i>COST</i>	<i>PAYMENT LOCATION</i>
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 (for eligible undergraduate students only)	\$17.00	Cashier's Window**
Honor Cords (Military)	\$10.00	Cashier's Window**
Dual Degree (additional fee)	\$15.00	Cashier's Window
ASU Kente Stole	\$22.50	ASU Bookstore
Class Dues (Senior Class Activity)	\$10.00	Office of Academic Services and Registrar, BCB Bldg., Room 283
Bachelor's Regalia (cap/gown/tassel/hood)	\$65.00 (plus taxes)	ASU Bookstore, Student Center
Master's Regalia (cap/gown/tassel/hood)	\$71.00 (plus taxes)	ASU Bookstore, Student Center
Specialist Regalia (cap/gown/tassel/hood)	\$73.00 (plus taxes)	ASU Bookstore, Student Center
**Check with the Office of Academic Services and Registrar before making payment.		

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

Commencement Information for All Degree Candidates

General Information

- Initial instructions for commencement will be provided to all Fall 2015 degree candidates (Undergraduate and Graduate students), by the dean of the degree candidate's respective College. Additional instructions for the commencement lineup and procession, and the recession will be provided by the commencement marshals at the Albany Civic Center.
- **All students graduating should report at 8:00 a.m. in full regalia to the Albany Civic Center for the commencement exercise, Saturday, December 12, 2015,** and lineup by Colleges in accordance with their assigned row and seat number.
 - Signs showing candidate's College, row and seat number will be posted in the candidates' staging area and commencement marshals will be present to give directions and to immediately address any student concerns.
 - Undergraduate students will lineup in the Civic Center corridor behind the north bleacher seating area of the arena.
 - Graduate students will lineup in the main lobby of the Civic Center.
- All graduates should review the Graduation Planning Guide for Fall Semester 2015 at the Registrar's Office Website.

Commencement Marshal's Direction & Comments

1. Strictly follow the Marshal's instructions; do not deviate from the Marshal's instructions for any reason.
2. Arrive at the Civic Center at 8:00 a.m.; proceed to the lineup area for your College and lineup by College and row numbers as instructed by the Marshal. Immediately report any problems to the Marshals.
3. Commencement Marshals will lead the degree candidates' procession into the arena and into their designated rows. All Students will remain standing until they are instructed to be seated by the President.
4. **Each student row seats 18 students (with a designated row leader). The designated row leader will be the first person to enter a row (without exception). Each row is marked with the row number—be sure you know your row number, and do not enter another row of seats.**
5. All degree candidates will receive the ASU Alumni Medallion at the Civic Center.
6. All degree candidates will receive their announcement name card at the Civic Center. When the announcer asks the candidates to stand and come forward, each candidate approaches stage right and hands his or her announcement name card to the dean (announcer) at the podium upon arrival on stage to receive the degree. Each candidate walks across the stage, receives the

degree, exits the stage left, and pauses at the bottom of the stage steps to take an individual graduation photograph.

7. At the close of the program, commencement marshals will direct the students out of the arena in a recession in the same row order in which they processed into the arena.
8. Once the recessional reaches the arena lobby, students are dismissed and should exit the arena immediately.

Americans with Disabilities

If you or your guest(s) require a special need covered under the American Disabilities Act (ADA), please contact your Dean or the Registrar's Office and provide the type of assistance requested and the proper contact information for you and or your guest(s). Your Dean or the Registrar will contact the Chief Commencement Marshal so that arrangements will be made to accommodate your special needs.

Department (Conduct)

1. **Be on your best behavior. Commencement is a joyous but deeply serious, sober and dignified ceremonial event. Improper behavior could result in a fine and/or community service prior to receiving the degree.**
2. **Any student who dances, steps, or otherwise performs on or across the stage during commencement will be fined \$500.00 payable to the Albany State University Foundation.**
 - Turn off all cell phones
 - Do not chew gum.
 - Do not shout out or clown around with others once the commencement program begins.
 - Do not bring extraneous items into the commencement area.
 - Do not get out of line for any reason during the processional and recessional.

Attire

1. How degree candidates are to dress for the occasion:
 - Females
 - **Do not** wear large earrings.
 - **Do not** bring a large handbag. Small handbags are fine.
 - **Do** wear low heel black or dark colored shoes to allow for comfortable prolonged standing and walking.
 - **Do** wear a dress, skirt, or pants that are considered semi-professional or business wear.
 - **Do** bring extra hairpins to secure your mortarboard.
 - Males
 - **Do** wear dressy dark trousers with a white shirt and necktie, and dark dress shoes.

- **Do** ensure you are neatly groomed and presentable.
2. All degree candidates must be in full authorized regalia (cap, gown, and authorized stole and/or cords).
 - Degree candidates must not wear anything on the regalia that is not approved by the Registrar and Chief Marshal; doing so will put you at risk of being removed from the procession by the ASU Police.
 - 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.
 - No flowers or decorative jewelry should be worn.
 - Degree candidates must not attempt to wear (or bring) any type of sign or unapproved wording on the mortar board or elsewhere on the regalia, otherwise the candidate will be asked to remove the sign(s) or other unapproved articles, or risk being removed from the procession by the ASU Police.
 3. Be sure to review the Graduation Planning Guide and the section on "GRADUATION WITH HONORS/HONORS CORDS" to determine the correct honors cord or stole to be worn. Honor cords (for eligible students) must be cleared through the Office of Academic Services and Registrar before paying the Cashier.

Remember that commencement is a joyous but deeply serious, sober and dignified ceremony. We respectfully request that all students and guests display appropriate behavior. All students must arrive for the Commencement ceremony by the designated time.

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 Interim President, Dr. Art Dunning and the entire Albany State University family, congratulations! We wish you every success in your future endeavors.

Graduation Checklist

Please adhere to dates and times listed below.

September 15-16	<p>Graduation Fair, The New Student Center, 10:00 a.m. – 4:00 p.m.</p> <p>Order cap and gown for commencement (Required for commencement participation)</p> <p>Order graduation announcements, class ring and accessories.</p> <p>If you haven't ordered your regalia, please call the Bookstore at 229-903-3620.</p>
August 18-November 1	<p>Registration for the ACAT and MFT. Contact the Testing Center in Billy C. Back Building (BCBB), Room 195 at 229-430-1631</p> <p>Contact your department chairperson for clarification if exit examination required</p>
September 15 – November 10	ACAT and MFT Examination (Testing Center, BCB Building, Room 195)
September 14	Class Meeting for Potential Graduates, BCB Auditorium, Room 150 from 12 Noon to 1:00 p.m.
September 17	Class Meeting for Potential Graduates, BCB Auditorium, Room 150 from 5:00 p.m. – 6:00 p.m.
November 2	<p>Deadline to remove "I" and "IP" grades before automatic "F"</p> <p>Deadline to request permission to graduate in absentia from Interim Provost/Vice President for Academic Affairs</p> <p>Deadline to file a <i>Change of Name</i> Request in the Registrar's Office.</p>
November 9	<p>PLANNING DEADLINES:</p> <p>Deadline to pay required graduation fee</p> <p>Deadline to pay senior class dues</p> <p>Outstanding transcripts for transient students and CLEP results due</p> <p>Deadline to file a Repeat Policy Application for courses repeated prior to Fall Semester 2013 (forms submitted after the deadline will not be guaranteed).</p>
November 16	<p>Deadline date for receipt of Exit Examination Results (ACAT, Comprehensive Exam, GACE I, GACE II, GRE-Subject, or MFT)</p> <p>Deadline date for receipt of results from Portfolio or Recital</p> <p>Results submitted after the deadline will not be processed for the Fall Semester 2015</p>
December 4-9	<p>Deadline date for receipt of Departmental Exit Examination Results</p> <p>Results submitted after the deadline will not be processed for the Fall Semester 2015</p>
December 4 - 10	FINAL EXAMINATIONS FOR ALL STUDENTS ENROLLED IN FULL TERM OR B-TERM COURSES
December 7 - 10	<p>Honor Cords issued for eligible undergraduate students only,</p> <p>Office of Academic Services and Registrar, BCB Building Room 283 (9:00 a.m. – 3:30 p.m.)</p>
December 11	End-of-term grades due in Banner by faculty at 3:00 p.m. for all students
December 12	<p>Commencement – Albany James H. Gray Sr. Civic Center, 100 Oglethorpe Blvd., Albany, GA 31701 (Line up at 8:00 a.m. in the Civic Center).</p> <p>Follow the posted signs to your designated College and row areas; Commencement Marshals will be available to assist you. The procession will begin promptly at 9:35 a.m.</p>