

BELHAVEN UNIVERSITY

O u r S t a n d a r d i s C h r i s t

To: All Degree Candidates
From: Donna Weeks, Registrar
Re: Jackson Fall Commencement Exercises - December 17, 2011
Date: October 31, 2011

The following information is very important for graduates participating in the December Commencement. Please pay careful attention to **all** details. *Make sure to call Lee Craig (601-968-5922) in the registrar's office if you decide not to participate in the ceremony.*

I. CLEARANCES

Please make sure all debts to Belhaven University are cleared through Student Financial Planning or Belhaven Adult Studies Accounting. **You will not be allowed to pick up regalia until all balances are paid in full and all Holds cleared.**

All parking tickets, library fines, etc. must be paid and Chapel requirements must be fulfilled before graduates participate in graduation exercises, receive diplomas, or have a transcript released.

II. REGALIA AND TICKETS

Caps, gowns and tickets (11) will be available for pick up on Thursday, December 1, between 11:00 a.m. and 5:45 p.m. on the 2nd floor of Preston Hall (outside the Registrar's Office). Graduates who are unable to pick up regalia and tickets at the above time must pick up regalia and tickets in the Registrar's office, Preston Hall Room 203, during the week of December 5-9. Each guest (*including infants/small children*) **MUST** have a ticket to enter the auditorium for the ceremony. There will be no extra tickets to give out at Thalia Mara.

III. APPROPRIATE DRESS FOR GRADUATION AND ARRIVAL TIME AND PLACE

Graduates are to be in the large room located on the bottom floor of Thalia Mara dressed in regalia **no later than 8:15 a.m.** for instructions and lineup. Graduates access this room from the bottom entrance doors. **This area is reserved for graduates only.** Commencement is a formal academic occasion. Appropriate dress with the robe is suggested as follows:

WOMEN: Dress, dark shoes, subdued jewelry

MEN: Dark trousers, dark shoes, dark socks, and tie (not a bow tie), white or light-colored dress shirt; no coat necessary.

NOTE:

- No distracting jewelry, e.g. large earrings or facial jewelry. The mortarboard (cap) is worn flat on your head with the brim parallel to the ground. Tassels are worn to the left.
- Belhaven University students who graduate with academic honors will wear Belhaven University honor cords for the graduation commencement ceremonies.
- Graduates are not allowed to wear any other regalia from societies, sororities, or organizations not affiliated directly with Belhaven University.

There is no place for storage of tote bags, cell phones, purses, or other items located in this area. Please leave all bags, other clothing, etc. with family members. Staff will not be responsible for items during the ceremony.

IV. LINEUP AND PROCESSIONAL

Graduates will be lined up alphabetically and by degree. Graduates receiving Masters Degrees will be lined up together followed by the Bachelors, and then Associates. Graduates will receive their walking cards and honor cords, if applicable, at this time.

Graduates will proceed down the appropriate aisle in a single file line. Please remain in your assigned place in the line. When filing into the rows please stand in front of your seat to be sure you have a seat when instructed to sit down.

Remain standing for the invocation. Men should remove their caps for the invocation and put them back on for the remainder of the ceremony until the benediction. Following invocation all Graduates will be seated. Programs will be under each seat.

Diplomas can be picked up until 11:00 a.m.

V. DIPLOMA MARCH – COMMENCEMENT 2011

- Announcement for conferring of degrees
 - “Would all the graduates please stand?” Announcement by the Provost
 - Confer the degree (President and Provost)
 - Provost - “Will the first row of Masters Graduates please come forward and the other rows may now be seated.”
 - Graduates will walk up the right-side steps to the stage. **YOU WILL NOT BE ALLOWED TO WALK ACROSS THE STAGE WITHOUT A WALKING CARD.**
 - Start the walk across the stage.
 - Stop in front of the first podium
 - Give Dr. Fredericks your name card.
 - As he reads your name, walk a few more steps to Receive your diploma cover. Diploma covers are on a table beside Dr. Fredericks.
 - A Belhaven Board Member/Faculty member will hand you the diploma cover
 - Take the diploma cover with your left hand
 - Shake hands with your right hand.
 - After shaking hands continue to walk across the stage
 - Continue to where Dr. Parrott is standing
 - Stop and pose with Dr. Parrott
 - Place the diploma cover in front of you
 - Hold this pose so your graduation picture with Dr. Parrott can be taken at this time
 - Once the picture is taken, continue to the steps and exit the stage
 - Continue to the row where you were seated and sit down immediately. Do not wait on your entire row to return before sitting down---so people behind you can see the stage.
 - Once all Graduates have completed the diploma march and the ceremony is over
 - Registrar assistants will lead graduates out row by row, starting with the row closest to the stage.

Aisles must remain clear at all times. Family members are asked to stay seated during the diploma processional, remain in the auditorium for the entire ceremony, and take pictures from their seats.

VI. DIPLOMA PICKUP

- Graduates will recess into the line-up room for diploma pickup.
- Stay in line until you have turned in your regalia (gown and hood) and picked up your diploma. **DIPLOMAS WILL BE AVAILABLE FOR PICK UP UNTIL 11:00 A.M.**
- Graduates must first turn in regalia to the Graduate Supply representative located in this room. (Keep the cap, tassel and honor cord.)
- You will go to the appropriate line (by last name) to pick up your diploma.
- Diplomas will be given out to all Graduates who have completed all academic requirements, applied for graduation by the application deadline, cleared all financial obligations, and cleared all holds (chapel, library, etc.) prior to graduation.
- Diplomas are available for pickup in the Registrar’s Office for all Jackson graduates and in the Office of the Director of Student Services for all distance campuses.

VII. ANNOUNCEMENTS

Please contact the Belhaven Bookstore in the Student Center for information on graduation announcements and class rings. You can reach the bookstore at 601-968-5910.

VIII. PURCHASE OF GRADUATION PICTURES

Photography will be provided by Grad Images, P.O. Box 182829, Tallahassee, FL 32318 (1-800-628-4509) email address, service@gradtrak.com.

Purchase of photographs is optional; Approximately 48 hours after the ceremony, proofs will be sent directly to each student’s email address, with a link to view them on the Grad Images website (www.gradtrak.com). These transactions will be between the student and Grad Images. Graduates are photographed individually as they shake hands with Dr. Parrott (Belhaven University President). **Please be sure the Belhaven University Registrar’s office has your current email and physical addresses.**

Diplomas can be picked up until 11:00 a.m.