

AUGUST 2009 UNDERGRADUATE DEGREE CANDIDATES
GENERAL INFORMATION FOR THE COMMENCEMENT CEREMONY
AUGUST 7TH, 7:00 P.M., FARRIS CENTER

PLEASE READ AND SHARE THIS IMPORTANT INFORMATION WITH YOUR FAMILY AND GUESTS ATTENDING THE COMMENCEMENT CEREMONY. PLEASE KEEP THIS INFORMATION FOR FUTURE REFERENCE.

PRIOR TO THE COMMENCEMENT CEREMONY:

1. Incomplete Grades & Transfer Credits: Official transcripts showing outstanding transfer credits and final grades for all incomplete work and any correspondence courses should be submitted to the Registrar's Office as soon as possible. The final degree audit cannot be performed until this is accomplished.
2. University Accounts: All outstanding accounts with University Offices should be cleared as soon as possible.
3. An exit interview with Student Financial Aid and/or Student Accounts may be required of students participating in Perkins and Guaranteed Student Loan programs. Please contact these offices for specific details if you believe this may be applicable to you.
4. Address changes: Your diploma will be mailed to the address you gave on the graduation application. Address changes **MUST** be made in writing, and received not later than August 3, 2009, in order to insure the proper delivery of the diploma. **USE THE ATTACHED ADDRESS CHANGE FORM ONLY.**
5. Announcements and Class Rings: May be ordered through the Barnes and Nobles Bookstore in the Student Center.
6. Cap and Gowns: Caps and gowns will be issued in the Student Center between 8:30 a.m. and 4:00 p.m. on Monday, July 27th through Friday, July 31st. Date tags are not used on the tassels.
7. Name Card: Each degree candidate will receive a NAME CARD showing his or her line position. **BRING YOUR NAME CARD TO THE COMMENCEMENT CEREMONY!!!** Your name will be read from the card during the conferring of degrees.
8. Photographer: A photographer will be available at the commencement ceremony to provide graduation pictures. Photographs are optional. Proofs will be sent to the address listed on the graduation application by approximately the end of August 2009. For information **AFTER** the ceremony contact: Candid Color of Arkansas, Inc., P.O. Box 523, Cabot, AR 72023-0523.
9. Official Transcripts: Important: Your degree and date of graduation will not be placed on the academic record until all academic requirements have been fulfilled and your degree certified. Requests for official transcripts must specify "Hold for degree to be awarded August 2009".

THE COMMENCEMENT CEREMONY:

NOTE: Any degree candidate earning a double major or two degrees at the same time should line up at the ceremony for the major/degree chosen as the first one.

1. Academic Attire: In accordance with academic tradition, all degree candidates are robed in a black cap and gown. Cap tassels for all candidates are worn on the left front of the cap.

2. Assembly: There will not be a commencement rehearsal. To allow time for last-minute checks and instructions, degree candidates should assemble at their designated stations in the outside corridors on the East and West side of the Farris Center no later than one hour before the start of the ceremony for your college. Please note that the letter and number shown on your name card indicates whether you assemble on the EAST or WEST side and your position number in the degree line, it is most important that you be in the correct position in the appropriate degree line in order to be properly recognized during the ceremony. Students must arrive prior to beginning of the procession in order to be seated! A faculty marshal will be on hand at each station to supervise line formation and lead the procession.

The University complies with the provisions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

3. Processional:
 1. Graduates (led by faculty marshals)
 2. Faculty
 3. Platform guests
4. Conferring of the Degrees: At the time designated in the ceremony for the conferring of the degrees, members of the graduating class will be asked to rise and be presented to the University President.
5. Stage Procession: Instructions for moving across the stage are as follows:
 1. Present your NAME CARD to the announcer on the stage.
 2. WAIT until your name is announced.
 3. Walk across the stage to the University President to receive his congratulations.
 4. Descend from the stage and return to your seat. Please remember that candidates will be moving in a line, each degree line headed by a faculty marshal.
6. Alumni Induction: Induction into the Alumni Association. Please stand.
7. Recessional: The order for the Recessional is as follows:
 1. Platform guests
 2. Faculty
 3. Degree candidates (led by faculty marshals)
8. Diploma covers only will be presented at the commencement ceremony.

AFTER THE COMMENCEMENT CEREMONY:

1. Once final grades are reported by the faculty, the Registrar will review again each degree candidate's application for graduation. The final completion of all requirements must be certified before the degree can be awarded and the diploma printed.
2. The diploma is printed with your Name (as listed on the degree application), the Degree awarded, Honors (if applicable), and the Date the degree is awarded. Any student who has applied for a double major within one degree only will receive one diploma only. The double major information will be printed on the academic record transcripts.

