

MAY 2012 UNDERGRADUATE DEGREE CANDIDATES

GENERAL INFORMATION FOR THE COMMENCEMENT CEREMONY

May 5, 2012

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 **May 1, 2012**, 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 Noble Bookstore in the Student Center.
6. **Cap and Gowns:** In accordance with academic tradition, all degree candidates are robed in a black cap and gown. The tassel is worn on the right side of the cap until the degree is conferred. Caps and gowns may be purchased from the UCA Bookstore.
7. **Name Card:** The Barnes and Noble Bookstore will distribute a **NAME CARD** to each degree candidate showing his or her place in the line of march. **BRING THIS 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 **June 2012**. 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 May 2012**”.

THE COMMENCEMENT CEREMONIES

1. **First Ceremony:** Saturday, May 5, 2012 at 10:00 a.m. in the morning for majors from the College of Education, College of Liberal Arts, and College of Natural Sciences and Mathematics.

Second Ceremony: Saturday, May 5, 2012 at 1:30 p.m. in the afternoon for majors from the College of Business Administration, College of Fine Arts and Communication, and University College.

Third Ceremony: Saturday, May 5, 2012 at 5:00 p.m. in the afternoon for majors from the College of Health and Behavioral Sciences.

COMMENCEMENT INFORMATION

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.

2. **Academic Attire:** In accordance with academic tradition, all degree candidates are robed in a black cap and gown. The tassel is worn on the right side of the cap until the degree is conferred.

3. **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 **not later than 30 minutes 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 (E) or WEST (W) 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 the 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.

4. **Processional:**

1. Graduates (led by faculty marshals)
2. Faculty
3. Platform guests

5. **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.

6. **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.

7. **Alumni Induction:** Induction into the Alumni Association. Please stand.

8. **Recessional:** The order for the Recessional is as follows:

1. Platform guests
2. Faculty
3. Degree candidates (led by faculty marshals)

9. **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.

3. **Diploma covers only will be presented at the commencement ceremony.**

4. The diploma and two complimentary transcripts will be mailed to the address given on your application for graduation form.

5. The diploma will be mailed by end of July 2012. Notify the Office of the Registrar **in writing** if you have not received your diploma by mid-August 2012.

NOTE: The University of Central Arkansas is not responsible for damage or loss that results from the actions of the U.S. Postal Service.

DIPLOMA MAILING ADDRESS CHANGE FORM

Please use the following form ONLY if you are changing the address you want your diploma mailed. This address change will ONLY change the mailing address for your diploma. Forms must be made in writing and received not later than **May 1, 2012**.

Please detach and return to: Sandy Burks, Office of the Registrar, McCastlain Hall, Room 112, 201 Donaghey Ave., University of Central Arkansas, Conway, Arkansas 72035-0001.

NAME: _____

ID #: _____

DEGREE: _____

MAJOR: _____

GRADUATION DATE: _____

ADDRESS CHANGE:

ADDRESS: _____

CITY _____ STATE _____ ZIP _____

PRINT NAME: _____

SIGNATURE: _____ Date: _____