



TO: DEGREE CANDIDATES, FALL COMMENCEMENT

FROM: Linda Roberts-Betsch, D.S.N.  
Vice President for Academic Affairs

SUBJECT: Graduation

DATE: November 2, 2009

This memorandum provides important information for students graduating at the conclusion of Fall Semester, 2009.

1. The Fall Commencement ceremony will be held in Memorial Hall Gymnasium at **2:00 p.m. on Saturday, December 12, 2009.**
2. Due to the number of graduates this semester, a ticket distribution system will be used for guests of graduates. Each candidate for graduation has an opportunity to claim up to eight tickets. Tickets may be picked up in the Office of Academic Affairs (Price Memorial, Room 317) from **November 9<sup>th</sup> – 24<sup>th</sup>, between 8:00 a.m. and 5:00 p.m., Monday through Friday.** Please note that graduates must present a photo ID when claiming tickets. If you are not on the Dahlonega campus during business hours, you are asked to send an email from your NGCSU email account to Melissa Adams at [mdadams@ngcsu.edu](mailto:mdadams@ngcsu.edu) **no later than Tuesday, November 24<sup>th</sup>** with the following information: Name, Student ID #, number of tickets needed (up to eight), and the mailing address where your tickets should be sent. For more information, please call Academic Affairs at (706) 864-1602.
3. The Commissioning Ceremonies for new Second Lieutenants will take place at **9:30 a.m. in the Military Leadership Center Atrium.** A reception will be held simultaneously in the Military Leadership Center, Room 112.
4. Any graduating student not planning to participate in the commencement ceremony should so indicate on the Application for Graduation. Any graduating student not participating in commencement will be charged an additional \$5.00 fee to cover the cost of mailing the diploma. Should a student change his or her plans to participate, or not participate, in the commencement ceremony, the student must notify the Registrar's Office at (706) 864-1760 or [Regoff@ngcsu.edu](mailto:Regoff@ngcsu.edu) no later than close of business Wednesday, November 18, 2009. Failure to do so will result in an additional late fee.
5. Students who are participating in the ceremony and who need special accommodations (wheelchair, etc.) should notify the Registrar's Office by Wednesday, November 18, 2009.
6. Graduation announcements may be ordered in Print Services through Thursday, December 3, 2009. The price is \$1.50 each, prepaid, and the minimum order is 10. A sample of the announcement can be seen in Print Services. The order form may be found online at [http://www.ngcsu.edu/bus\\_fin/auxiliary/printservices.shtml](http://www.ngcsu.edu/bus_fin/auxiliary/printservices.shtml). For more information, you may call Print Services at (706) 864-1631.

7. Graduation regalia (caps, gowns, and hoods for graduate degrees) may be purchased through the Bookstore and online. Orders placed after the deadline of October 16, 2009 will be charged a late fee of \$5.00. All orders will be sent to the Bookstore and available for pick up from 7:30 a.m. to 4:30 p.m. during the week of graduation and 12:00 p.m. to 2:00 p.m. on Saturday, December 12<sup>th</sup>. Honors hoods for baccalaureate degree candidates will not be available until the afternoon of December 11<sup>th</sup>, after final grades are computed. Please call the bookstore at (706) 864-1635 for information on regalia or visit the website at [www.ngcsu.edu/enrollment/registrar/graduate.shtml](http://www.ngcsu.edu/enrollment/registrar/graduate.shtml).
8. Graduating students with names that might be mispronounced are asked to stop by the Registrar's Office no later than Wednesday, December 9, 2009 to provide correct pronunciation.
9. Graduate students should not wear their hoods for the processional but should drape them neatly over the right arm as they enter the Memorial Hall arena. Graduate students will be hooded individually on stage immediately prior to receiving their diplomas.
10. Undergraduate honor students wear their hoods throughout the ceremony. The mortarboard hat should be worn centered on the top of the head with the tassel to the right.
11. Appropriate attire for graduating men includes a dress shirt with tie and dark shoes. Women should wear dresses that do not show above the collar or below the hem of the gown and dark shoes. Nothing should be attached to the outside of the gown except academic awards.
12. There will be no commencement rehearsal. All graduates must report to Dunlap Hall (100 level)/Newton Oakes Center (000 and 100 levels) forty-five minutes prior to the scheduled time for their graduation ceremony. Students will line up by degree-granting school according to signs posted in the lineup areas.
13. Presentation of diplomas to undergraduate students:
  - a. Graduating students will be directed to the left of the stage by the ushers.
  - b. The first row of graduates will stand and move to the left stage as soon as the two ushers are in place at the steps.
  - c. Remaining rows will move to the stage when about eight candidates are in line at the steps.
  - d. Each candidate will mount the stage at the time his or her name is called.
  - e. Upon receipt of their diplomas, graduates leave the opposite stage steps and return to their original chairs and seat themselves.
14. Presentation of diplomas and hooding of graduate students:
  - a. Graduate students will be directed to the right of the stage by an usher.
  - b. Each candidate will mount the stage at the time his or her name is called.
  - c. Each student will be hooded by the dean of her/his school .
  - d. After being hooded, students will walk toward President Potter for the presentation of the diplomas, and exit by the stage left stairs.
15. The photographer will be off the stage to the right of President Potter. Please pause when receiving the diploma, so a photograph can be taken.
16. Students who arrive late will be placed at the end of the graduation line. Graduates are encouraged to avoid this possible embarrassment by arriving on time. If you arrive in Dunlap Hall/Newton Oates

Center after roll is taken for your degree, you **MUST** notify the faculty marshal for your school. Failure to do so will result in your name not being called during the ceremony.

**NOTE:** Automobile traffic in and around Dahlonega is typically very heavy on commencement dates. This is particularly true on Hwy 60 south of Dahlonega. Graduates should allow more than the usual amount of travel time in order to avoid late arrival.

17. Students should check to be sure that cell phones and pagers are turned off during the ceremony.
18. All fees, fines, and other debts to the university must be paid at least three working days prior to commencement or the diploma will be withheld and transcripts will not be mailed.

Congratulations upon reaching this graduation milestone. If you have questions, please call (706) 864-1602.