



November 5, 2009

Dear Graduation Candidate:

We are once again using a ticket distribution system for the Fall 2009 Commencement Ceremony on December 12, 2009. Details are below. Please read this letter carefully and follow the instructions, taking note of the indicated dates and times.

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 9th – 24th, 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 **no later than Tuesday, November 24th** with the following information: Name, Student ID #, number of tickets needed (up to eight), and the mailing address where your tickets should be sent. If you have questions about this process, please call Academic Affairs at (706) 864-1602.

Since some students will want more than eight tickets, we ask that you claim only the number of tickets that you need, up to the maximum of eight. After November 24th, we will offer any remaining unclaimed tickets to students who want more than the maximum of eight tickets. An email notification will be sent on November 30th regarding the procedure for any unclaimed tickets. This distribution will be on a first come, first served basis. Distribution of the unclaimed tickets will begin at 8:30 a.m. on November 30th in the Office of Academic Affairs and will continue until all unclaimed tickets are gone.

With the exception of those who are official members of the commencement ceremony (e.g. graduates, faculty marshals, stage party, etc.), only ticket holders (including children) will be admitted to Memorial Hall on December 12th. Admittance to Memorial Hall will only be through the main entrance next to the lobby. It is recommended that guests who have difficulty in walking be dropped off between the gymnasium and the dining hall at the main entrance to Memorial Hall. Vehicles with handicap tags may be parked in the few spaces between Memorial Hall and the Dining Hall.

Saturday, December 12th, will be a special and busy day on the NGCSU campus. With the large number of people on campus, you are requested to ask your guests who are ticket holders to arrive at Memorial Hall no later than 1:30 p.m. Doors to Memorial Hall will be opened at 12:45 p.m. **Tickets must be presented for admission to Memorial Hall.**

Congratulations on your accomplishments. Thank you for your assistance and cooperation.

Sincerely,

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