Mississippi College
A CHRISTIAN UNIVERSITY

September 20, 2012

ALL GRADUATE DEGREE CANDIDATES FOR DECEMBER 2012 COMMENCEMENT EXERCISE
7:00 p.m. Friday, December 14, 2012
A. E. Wood Coliseum, Clinton Campus

Congratulations upon your anticipated graduation from Mississippi College. Listed below are very important items that need to be carefully heeded:

- **Attend the Grad Fair** – Monday, October 15, 2012, from 11:00 a.m. – 5:30 p.m. or Tuesday, October 16, 2012, from 9:00 a.m. to 2:00 p.m. -- to be measured for your cap and gown. You will have the opportunity to have a formal portrait taken, order announcements, order a class ring, and take care of other graduation-related matters.

- **Clear all accounts in the Business Office by 4:00 p.m., Wednesday, December 12, 2012.** You will **not** be able to pick up your cap and gown unless you have: (1) cleared your student account in the Business Office; (2) cleared your account in the Library; and (3) completed exit counseling if you have had Perkins or Institutional loans through the Financial Aid office.

- **Attendance at the Commencement Exercise is expected.** However, if you cannot attend, **you must return an absentia card** immediately, but **not later than Monday, December 3, 2012**. This form is available on the MC web site (www.mc.edu) under Quick Links. Select Commencement, then Degree Application.

- **Tickets will not be required for admission to the Commencement Exercise.**

- **Please be prompt**. Our Commencement Exercise begins exactly at the top of the hour. **Candidates should report to the Coliseum ONE HOUR prior to commencement.**

- **Pick up cap and gown** in ***Moody Adams Field House*** from **1:00 – 6:00 p.m. on Thursday, December 13th, or 8:00 a.m. - 5:00 p.m. on Friday, December 14th.** All candidates are required to wear academic regalia. Any questions should be directed to Missa Turman at 601-925-3341. **Stop by the Alumni/Career Services table** to complete an information survey. You can speed up the process by going to: www.mc.edu/career/alumni/foundajob.php to complete the survey before you come to pick up your cap and gown.

- **All pictures in academic regalia with family and friends must be made before you report to the line-up room.** Caps and gowns must be turned in immediately after the Commencement Exercise. You may keep your tassel.

- **Guests with disabilities** should follow the signs to the ramped sidewalk near the west entrance of the Coliseum where the guest and one family member will be assisted to a reserved seating section on the Coliseum floor.

- **Report to the Coliseum by 6:00 p.m. in your academic regalia.** Please be prompt. You will be directed to the candidate check-in area in the south hallway where you will be given a very important name card. This card will be used by the Dean to recognize you on stage. It will have your name, your assigned room, and your line up number. Proceed to either the Rebounders Room or Baseball Locker Room as assigned.

- **Respect for our degree candidates and the dignity of the Commencement Exercise is important!** Please honor each candidate by reserving all individual celebrations until the end of the exercise. Your cooperation, and the cooperation of your guests, is greatly appreciated.

- **Your diploma will be given to you as you walk off the stage.** If you cannot attend the Commencement Exercise, your diploma will be sent by certified mail, after the holiday recess , to the address on your absentia card.

- **Guests arriving after the Commencement Exercise begins** will be escorted to a designated seating area.

- **Recessional**. After the Commencement Exercise you will be directed to the hallways under the main seating area. There, you will turn in your cap and gown and exit the side of the Coliseum to rejoin your family outside, in front of the Coliseum (weather permitting).

- **If you are not graduating this December, please notify the Office of the Registrar immediately.** You can e-mail broome@mc.edu or call 601-925-3479.

Again, congratulations on your accomplishment. Come prepared for your Commencement Exercise by carefully reading the information provided. If you have questions, please visit www.mc.edu/commencement.

Sincerely,
Rob Ward, Chairman
Commencement Committee

GRADUATE COMMENCEMENT EXERCISE INSTRUCTIONS
December 14, 2012

Candidate Arrival Time is 6:00 pm –Please be prompt.

Place: A. E. Wood Coliseum, Clinton Campus. Degree candidates enter through the doors at the main entrance of the Coliseum.

Check-In: A sign in the lobby will direct you to the degree candidate check-in area in the south hallway of the Coliseum. You will receive a very important card with your name, room assignment, and line up number. If your name is challenging to pronounce, you can give pronunciation tips to your Dean before you leave the check in area.

All personal pictures in your cap and gown must be made PRIOR to line up.

Order Pictures: If you have not already placed an order, turn in the envelope for your commencement photograph to the photographer at the table to the left of the stage on the main floor of the Coliseum. The tassel should be worn on the **right** side to avoid obstructing the picture.

Report to: Rebounders Room or Baseball Locker Room as assigned on your name card. A student marshal will give you marching instructions just before the processional.

MC Tradition – Etiquette

In order to show respect for each of our degree candidates and dignity for the Commencement Exercise, please ask your family and friends to reserve individual celebrations until directed to applaud or until the end of the exercise.

Leave all personal belongings (purses, etc.) with your family or friends. We do not have a secure place to keep them during the Commencement Exercise.

Dark clothes and shoes are suggested. Black is the color of the cap and gown. Be careful going up and down the steps on both sides of the stage. Please be aware of the big sleeves on your robes as they might get caught on the railing.

There are NO acceptable accessories to your cap and gown. Please avoid wearing the following items: honor program cords, corsages, flower garlands, etc.

Men will remove caps for all prayers. (Replace caps after prayers, please.) Ladies will wear caps at all times. Tassels should be worn on the right side.

PLEASE BE PROMPT. Our exercises begin on time. Ushers will escort late-arriving guests to a designated seating area after the exercise begins. Your cooperation will be appreciated.

Disabled Assistance for degree candidates and guests:

Degree Candidates: If you are hurt or disabled in any way and feel that you should not walk about 60 yards or climb stairs to walk across the stage during the exercise, we ask that you do each of the following:
(1) Using your MC email address, contact the Commencement Committee Chairman at rward@mc.edu about your situation, and (2) Tell the Registrar's office personnel about your need for assistance immediately upon your arrival at the commencement check-in area.

Guests: Access for guests with disabilities will be available. Signs will direct these guests to the ramped sidewalk near the main entrance on the west side of the Coliseum. Ushers will direct the guest and one family member to a reserved area on the Coliseum floor.

Recessional: The student marshal will lead you out after the Commencement Exercise. **PLEASE STAY IN LINE** until you turn in your cap and gown in the hallway under the main seating areas. You will exit the side of the Coliseum to rejoin your family outside, in front of the Coliseum (weather permitting).

Rob Ward
Chairman
Commencement Committee

CALENDAR OF EVENTS FOR
COMMENCEMENT EXERCISES

Friday, December 14, 2012

11:00 a.m.	**Nursing School Pinning and Commencement Exercise** **At Swor Auditorium in Nelson Hall, Clinton, MS** *No tickets are required for admission.*
2:00 p.m.	**Commencement Exercise for Undergraduate Degree Candidates** **At the A. E. Wood Coliseum, Clinton, MS** *No tickets are required for admission.*
7:00 p.m.	**Commencement Exercise for Graduate and Law Degree Candidates** **At the A. E. Wood Coliseum, Clinton, MS** *No tickets are required for admission.*

COMMENCEMENT PHOTOGRAPH

You will have the opportunity to have a professional photograph taken by a photographer from Mississippi School Pictures as you receive your diploma cover from the President.

The Picture Order Envelope that you fill out for this photograph will be available from 1:00 p.m. – 6:00 p.m. on Thursday, December 13, or 8:00 a.m. to 5:00 p.m. on Friday, December 14, in the **Moody Adams Field House** where you will pick up your cap and gown. Please fill out the envelope and leave it at the field house with the correct fee. The photograph will be taken as you receive your diploma cover. The $20 package includes (1) 8x10, (2) 5x7's, and (8) wallets. In approximately six weeks, the pictures will be mailed to the address you put on the Picture Order Envelope. **Orders with the correct fee of $20 will also be accepted prior to line up at your Commencement Exercise.** However, orders placed **after** the Commencement Exercise will be $40 per package. You may reach Mark Berryhill of Mississippi School Pictures at 601-936-6847 if you have any questions.