



# ALL LAW 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 at the Law School campus on Wednesday, October 10, 2012, in the Student Center, from 8:00 a.m. to 1:00 p.m.
- 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 cleared your student account in the Business Office and in the Library and have completed your Perkins or Institutional loan Exit Interviews for Financial Aid.
- 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. Law Students are
   allowed to march in the May 2013 exercise with the rest of their Law school classmates. If you plan to
   march in May, you will need to complete an absentia form to be excused from the December
   graduation. This form is available on the MC web site under Quick Links, Commencement, Degree
   Application.
- Pick up cap and gown at the Law School in the Dean's Suite. If you have earned Latin honors, the stole will be given to you when you pick up your cap and gown. As a reminder, Latin honors, recognized at the Commencement Exercise, are based on your GPA prior to the final semester. Your final GPA, including your final semester grades, will determine the Latin honor received on your diploma, transcript, and permanent records.
- Tickets will not be required for admission to the Commencement Exercise.
- Pictures in academic regalia with family and friends *must* be made before you line up as gowns must be turned in immediately after the Commencement Exercise. You may keep your tassel, cap, and honor stole (if applicable).
- 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 to line up. Please be prompt. A sign in the lobby will direct you 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 dignity for the Commencement Exercise are 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.
- Diplomas will be mailed to you after Law grades are received. Please be sure your permanent address
  is correct in the Banner web system. Your address is located under the Personal Information tab in the
  View Address section.
- 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, where you will return 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 <a href="mailto:broome@mc.edu">broome@mc.edu</a> or call 601-925-3479.

Again, congratulations on your accomplishment. Come prepared for your Commencement Exercise by carefully reading the information provided.

Sincerely, Rob Ward, Chairman Commencement Committee

## COMMENCEMENT EXERCISE INSTRUCTIONS for LAW SCHOOL CANDIDATES 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 Coliseum 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:** 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.

Latin honor stoles, distributed with the regalia at the Law School to eligible candidates, are <u>the ONLY</u> appropriate accessories to the graduation regalia. The following items are <u>not acceptable</u> accessories to your cap and gown: 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 <a href="mailto:rward@mc.edu">rward@mc.edu</a> 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.

The Picture Order Envelope that you fill out for this photograph will be available in the **Dean's Suite** at the Law School where you will pick up your cap and gown. Please fill out the envelope and bring it with you to the Coliseum 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. The pictures will be mailed to the address you put on the Picture Order Envelope in approximately six weeks. **Orders with the correct fee of \$20 will be accepted at the photographer's table beside the stage 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.