



ALL LAW DEGREE CANDIDATES FOR DECEMBER 2013 COMMENCEMENT EXERCISE 7:00 p.m. Friday, December 20, 2013 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:

- Clear all accounts in the Business Office by 4:00 p.m., Tuesday, December 17, 2013. 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 exit counseling if you have been
 contacted by the Financial Aid Office.
- Attendance at the Commencement Exercise is expected. However, if you cannot attend and you did not report this information on your degree application, you must <u>return an absentia card</u> immediately, but <u>not later than Monday</u>, <u>December 16, 2013</u>. Law Students are allowed to march in the May 2014 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 from the Registrar's Office.
- 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).
- Report to the Coliseum by 6:00 p.m. in your academic regalia to line up. <u>Please be prompt.</u> 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. At 6:30 p.m., proceed to either the Rebounders Room or Baseball Locker Room as assigned. <u>Remember to complete taking photographs before this time.</u>
- Please remind your guests to arrive on time. Guests arriving after the Commencement Exercise
 begins will be escorted to a designated seating area and will NOT be able to join those already
 seated in other areas.

- **Guests with disabilities** should arrive early and 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.
- 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 BannerWeb system. Your address is located under the Personal Information tab in the View Address section.
- Recessional. After the Commencement Exercise you will be directed to the hallways under the
 main seating area, where you will return your gown and exit the side of the Coliseum to rejoin
 your family outside, in front of the Coliseum (weather permitting). Please do not re-enter the
 Coliseum floor.
- 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.

Sincerely,
Rob Ward, Chairman
Commencement Committee

COMMENCEMENT EXERCISE INSTRUCTIONS for LAW SCHOOL CANDIDATES December 20, 2013

Candidate Arrival Time is 6:00 p.m. -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 next to 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. You should proceed to the line-up room at **6:30 p.m.** A student marshal will give you marching instructions just before the processional. There will NOT be a rehearsal prior to the commencement exercise.

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 https://docs.org/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/nc.2012/n
- 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 and remind your guests that our exercises begin on time. Ushers will escort all late-arriving guests to a designated seating area after the exercise begins and they will NOT be able to join those already seated in other areas. 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 and the Registrar's Office at broome@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. *Guests requiring assistance are encouraged to arrive early.* 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 gown in the hallway under the main seating areas. Remember to take your photographs before lining up because you will exit the side of the Coliseum after the recessional to rejoin your family outside, in front of the Coliseum (weather permitting). *Please do not re-enter the Coliseum floor*.

Rob Ward Chairman Commencement Committee

CALENDAR OF EVENTS FOR COMMENCEMENT EXERCISES

Friday, December 20, 2013

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 on stage.

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 \$25 package includes (1) 8x10, (2) 5x7's, and (8) wallets. In approximately six weeks, the pictures will be mailed to the address you provided on the Picture Order Envelope. **Orders with the correct fee of \$25 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.