Mississippi College
A CHRISTIAN UNIVERSITY

February 1, 2013

ALL UNDERGRADUATE DEGREE CANDIDATES FOR MAY 2013 COMMENCEMENT EXERCISES
10:00 a.m. Saturday, May 11, 2013
School of Humanities and Social Sciences, School of Science and Mathematics

2:00 p.m. Saturday, May 11, 2013
School of Christian Studies and the Arts, School of Business, School of Education
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, February 25, 2013, from 11:00 a.m. – 5:30 p.m. or Tuesday, February 26, 2013, from 9:00 a.m. to 2:00 p.m. – to have your cap and gown measurements verified. 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.

- **Remember to check your progress toward your degree using the online degree evaluation in Banner Web**. You can review the results with your advisor and with others who are interested in your progress toward receiving your degree.

- **Clear all accounts in the Business Office by 4:00 p.m., Wednesday, May 8, 2013.** 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 *and you did not report this information on your degree application*, **you must complete an absentia card** immediately, but **not later than Monday, April 29, 2013**. This form is available in the Registrar's Office.

- **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, May 9th, or 10:00 a.m.-5:00 p.m. on Friday, May 10th.** 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 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 one hour prior to your ceremony in your academic regalia.** Please be prompt. A sign in the Coliseum 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 line up number and may also indicate your status as graduating with Latin honors.

  If your name card has a Latin honor designation stamped on it, pick up your stole before leaving the check-in area. 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 to the address on your degree application or 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 May, 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

UNDERGRADUATE COMMENCEMENT EXERCISE INSTRUCTIONS
May 11, 2013

Candidate Arrival Time is one hour prior to the ceremony. –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, line up number, and Latin honor (if applicable). Degree candidates graduating summa, magna, or cum laude will pick up their stoles in the check-in area. 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, give 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 to eligible candidates by the Registrar's Office at the time of commencement , are the ONLY appropriate accessories to the graduation regalia. ***Please avoid wearing*** any of the following items: honor program cords, items associated with academic organizations or other groups, 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 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. 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, May 10, 2013

10:00 a.m. **Law School Commencement Exercise**
At First Baptist Church, Jackson, MS
No tickets are required for admission.

2:00 p.m. **Nursing School Pinning and Commencement Exercise**
At Swor Auditorium in Nelson Hall, Clinton, MS
No tickets are required for admission.

7:00 p.m. **Commencement Exercise for Graduate Candidates**
At the A. E. Wood Coliseum, Clinton, MS
No tickets are required for admission.

Saturday, May 11, 2013

10:00 a.m. **Commencement Exercise for Undergraduate Degree Candidates**
School of Humanities and Social Sciences, School of Science and Mathematics
At the A. E. Wood Coliseum, Clinton, MS
No tickets are required for admission.

2:00 p.m. **Commencement Exercise for Undergraduate Degree Candidates**
School of Christian Studies and the Arts, School of Business, School of Education
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, May 9, or 10:00 a.m. -- 5:00 p.m. on Friday, May 10, 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.