

TO: DEGREE CANDIDATES, SUMMER COMMENCEMENT

FROM: Patricia L. Donat, Ph.D.  
Acting Vice President for Academic Affairs

SUBJECT: Graduation

DATE: June 7, 2010

This memorandum provides important information for students graduating at the conclusion of the 2010 summer term.

1. The Summer Commencement ceremony will be held in **Memorial Hall Gymnasium at 7:00 p.m. on Friday, August 6, 2010.**
2. Due to a smaller number of students graduating during the summer term, there is no limit to the number of guests a graduate may invite.
3. The Commissioning Ceremony for the new Second Lieutenants will begin at **10:00 a.m. in the Military Leadership Center Atrium.** The reception will occur simultaneously in the Military Leadership Center, Room 112.
4. Applications for summer graduation are due to the Registrar's Office no later than **June 16, 2010.** Any graduating student not planning to participate in the commencement ceremony should so indicate on the application for graduation. Graduates not participating in commencement will be charged an additional \$5.00 fee to cover the cost of mailing the diploma. Should a student change his or her plans to participate, or not participate, the student must notify the Registrar's Office in writing no later than close of business on **Wednesday, July 21, 2010.** Failure to do so will result in an additional late fee. No changes will be made without written verification. Please direct questions about this to the Registrar's Office at (706) 864-1760.
5. Students who are participating in the ceremony and need special accommodations (wheelchair, etc.) should notify the Registrar's Office by **Wednesday, July 21, 2010.**
6. Graduating students with names that might be mispronounced are asked to stop by the Registrar's Office no later than **Wednesday, July 21, 2010** to provide the correct pronunciation, if not indicated on the application for graduation.
7. Graduation announcements may be ordered in Print Services through **Thursday, July 29, 2010.** The price is \$1.50 each, prepaid, and the minimum order is 10. A sample of the announcement can be seen in Print Services. The order form may be found online at

<http://www.northgeorgia.edu/Auxiliary/Default.aspx?id=1931>. For more information, please call (706) 864-1631.

8. Graduation regalia (caps, gowns, tassels, and hoods for advanced degrees only) is now ordered online at <http://www1.herffjones.com/college/graduation/index.cfm>. The orders will be sent to the bookstore in the Student Center and available for pick up during the week of graduation: **August 2-5 (Monday – Thursday), 7:30 a.m. to 5:00 p.m. and August 6 (Friday), 7:30 a.m. to 6:00 p.m.** The deadline for ordering regalia is Friday, June 11.
9. Honor hoods for baccalaureate candidates will not be available until the morning of August 5, after final grades are computed. If your name is on the honors list, the hoods are available for purchase at the bookstore. Honor hoods ARE NOT the same as honor stoles (mentioned in number 10). Please call the bookstore at 706-864-1635 for information on any regalia or visit the web site at <http://www.northgeorgia.edu/Registrar/Graduation/Regalia.aspx>.
10. Honor stoles are available for students graduating at the baccalaureate or higher level (ASN students are not eligible) who are eligible for honors. They are not required; however, they do denote the honors and are a keepsake. Honor stoles are white with North Georgia's seal embroidered on them. They may be worn by students graduating with the following honors: cum laude (GPA at least 3.5), magna cum laude (GPA at least 3.7), or summa cum laude (GPA at least 3.9). Graduate students ARE NOT eligible for cum laude, magna cum laude, or summa cum laude. If you are not certain of your academic honor, you may wait until after grades are posted and have the honor added by a local embroidery business. Membership in an honor society includes the discipline-specific honor societies, as well as a few university-wide ones. Honor Stoles ARE NOT the same as hoods for academic honors that are made available through the campus bookstore.  
  
If you are eligible and want to order an honor stole, please download the order form at <http://northgeorgia.edu/odk>, fill it out, and return it to Valerie Fambrough in 303B Dunlap Hall **by July 7** with your check or money order made payable to Omicron Delta Kappa (cash is not accepted). Please direct questions regarding honor stoles to Valerie Fambrough at (706) 864-1775.
11. Graduate students should not wear their hoods for the processional, but should drape them neatly over their right arm as they enter the Memorial Hall arena. Graduate students will be hooded individually on stage immediately prior to receiving their diplomas. The mortarboard hat should be worn centered on top of the head with the tassel to the left.
12. Undergraduate honor students wear their hoods throughout the ceremony. The mortarboard hat should be worn centered on top of the head with the tassel to the right.
13. Appropriate attire for graduating men includes a dress shirt with tie and dark shoes. Women should wear dresses that do not show above the collar or below the hem of the gown and dark shoes. Nothing should be attached to the outside of the gown except for academic awards.

14. There will be no commencement rehearsal. All graduates must report to Dunlap Hall (100 level)/Newton Oakes Center (000 and 100 levels) forty-five minutes prior to the scheduled time for the graduation ceremony. Students will line up in alphabetical order by degree.

**NOTE:** If you will be certified to teach at the **secondary level**, your major is in your disciplinary specialization and not in the School of Education. For example, music education majors will graduate with other music majors.

15. The photographer will be off the stage to the right of President Potter. Please pause for a photograph when receiving the diploma.
16. Students who arrive late will be placed at the end of the graduation line. Graduates are encouraged to avoid this possible embarrassment by arriving on time. If you arrive in Dunlap Hall/Newton Oakes Center after roll is taken for your degree, you **MUST** notify the faculty marshal for your school. Failure to do so will result in your name not being called during the ceremony.

**NOTE:** Automobile traffic in and around Dahlonega is typically very heavy on commencement dates. This is particularly true on Hwy 60 south of Dahlonega. Graduates should allow more than the usual amount of travel time in order to avoid late arrival.

17. Students should check to be sure that cell phones and pagers are turned off during the ceremony.
18. All fees, fines, and other debts to the university must be paid at least three business days prior to commencement or the diploma will be withheld and transcripts will not be mailed.

Congratulations upon reaching this graduation milestone. If you have questions, please call (706) 864-1602.