

Albany State University

**GRADUATION PLANNING GUIDE
FALL SEMESTER 2009**

**COMMENCEMENT
SATURDAY, December 12, 2009
9:45 A.M.
ALBANY JAMES H. GRAY CIVIC CENTER**



The university reserves the right to make changes when necessary.

TO: POTENTIAL GRADUATES

From: Arna T. Albritten, Dean for Academic Services and Registrar
Academic Building Room 287

This planning guide is designed to assist you in making your graduation a positive experience for you, your family, and friends.

Please read carefully and adhere to the information contained in this guide. Place this information in a safe place for easy reference.

Any questions or concerns should be directed to the Office for Academic Services and Registrar at (229) 430-4638 or 430-1636.

The faculty and staff of Albany State University are here to ensure that your commencement is a rewarding and memorable experience. Thank you for your cooperation and support toward that objective.

On behalf of President Everette J. Freeman and the entire Albany State University family, congratulations! We wish you every success in your future endeavors. Please let us know if we may be of assistance to you.

GRADUATION FEES (NON-REFUNDABLE)

<i>DESCRIPTION</i>	<i>COST</i>	<i>PAYMENT LOCATION</i>
Bachelor's Degree (includes diploma)	\$30.00	Cashier's Window
Master's Degree (includes diploma)	\$40.00	Cashier's Window
Specialist Degree (includes diploma)	\$40.00	Cashier's Window
Honor Cords and Merit Scholar Honors Cord (for eligible undergraduate students only)	\$17.00	Cashier's Window/check with Academic Services and Registrar's Office before making payment
Dual Degree (additional fee)	\$15.00	Cashier's Window
Class Dues (Senior Class Activity)	\$10.00	Academic Services and Registrar's Office
Bachelor's Regalia (cap/gown/tassel/hood)	\$62.60	ASU Bookstore*
Master's Regalia (cap/gown/tassel/hood)	\$66.88	ASU Bookstore*
Specialist Regalia (cap/gown/tassel/hood)	\$70.09	ASU Bookstore*

In applying the criteria for determination of honors and other academic awards, all grades including transfer credits will be used in the calculations.

The Repeat Policy cannot be used in determining honors.

The graduation fee (diploma) should be paid at the Financial Operations Office, (Cashier's Window), Academic Building, Room 284. Class dues (no personal checks) will be accepted in the Office for Academic Services and Registrar, Academic Building, Room 287.

*Contact the Bookstore in Reese Student Union Building to order Caps, Gowns, Hoods, and Graduation Announcements. Payment for regalia is required when you place your order. Schedule for pick up to be announced by the Bookstore. Please call 229-430-4746 for details.

COMMENCEMENT CALENDAR

Fall Semester 2009

Saturday, December 12, 2009-COMMENCEMENT

A checklist follows to aid you in meeting deadlines - Please adhere to dates and times listed below:

- Sept 11 Deadline to file an Application for Graduation/Degree Audit
Failing to file on time, however, may prevent you from graduating even if your degree requirements have been completed
- Sept 15 Graduation clearance deadline
Outstanding transcripts for transient students and CLEP results due
Deadline to pay graduation fee **(Required)**
Deadline to pay class dues
Test scores due. Contact your department chairperson for clarification if exit examination required
Deadline to remove "I" and "IP" grades before automatic "F" for potential graduates
Deadline to file a Repeat Policy Application for courses repeated. Any forms submitted after the deadline will not be processed. Repeat Policy will not be processed for the courses being taken in the current semester for the purpose of graduation.
- Sept 15 Graduation Fair, Reese Student Union Building, 12 noon – 5:00 p.m.
Order cap and gown for commencement (Required for commencement participation)
Order graduation announcements and accessories
Representatives available from various campus departments to handle numerous graduation details
- Sept 16 Graduation Fair continues, 10:00 a.m. to 4:00 p.m.
- Nov 30 Deadline to request permission to graduate in absentia from Vice President for Academic Affairs
- Dec 1&2 Final examinations for potential graduates
- Dec 3 Grades for potential graduates should be reported via Banner Faculty Web by 3:00 p.m.
Potential graduates should be able to access grades from BANNER WEB within 48 hours of reporting
- Dec 8-10 Exit Interviews, Campus Post Office (for students that live on campus only)
Reese Student Union Building, (8:00 a.m.-4:45 p.m.)

Exit Interviews, Financial Operations Office, Cashier's Window (for students that received Perkins Loans only) ACAD Building, Room 284 (9:00 a.m. – 4:30 p.m.)
- Dec 9 & 10 Clearance slips issued by Financial Operations Office, Cashier's Window,
ACAD Building, Room 284 (9:00 a.m. – 4:30 p.m.) **(Required in order to receive your diploma)**

Honor Cords issued for eligible undergraduate students only
Registrar's Office, ACAD Building Room 287 (9:00 a.m. – 4:30 p.m.)
- Dec 10 Deadline for payment of all financial obligations
- Dec 11 Commencement Rehearsal
Health, Physical Education and Recreation Complex at 12 Noon
- Dec 12 Commencement – James H. Gray Civic Center
9:45 a.m. (line up at 9:00 a.m.)

GRADUATION CLEARANCE REQUIRED THE SEMESTER PRIOR TO GRADUATION

Students:

- 1. Must have passed both parts of the Regents' Test.**
- 2. Must have the required grade point average for their academic major.**
- 3. Must have an official signed graduation audit**

GRADUATION AT A GLANCE

The Fall Semester Graduation exercises will be held at the James H. Gray Civic Center on Saturday, December 12, 2009 at 9:45 a.m.

Line up begins at 9:00 a.m. No student will be allowed in the line of march after the procession has begun. **Please be on time.**

All students are required to be present to receive their diploma. If it is absolutely necessary that the degree be conferred in absentia, the student should write a letter to the Vice President for Academic Affairs requesting permission to graduate in absentia giving a valid reason why you cannot participate. If approval is granted, the diploma will be mailed provided the student has taken care of all obligations, including the exit interview required of all students who have received federal loans and the payment of the graduation fee. A diploma that is to be mailed "certified" to the address on the Application for Graduation/Degree Audit will cost an additional \$8.00 in addition to the graduation fee.

The full amount of the graduation fee is required.

OUTSTANDING REQUIREMENTS

All potential graduates are required to take an exit examination required by their academic department. Scores for any required examination must be on file in the Office for Academic Services and Registrar by September 15, 2009.

All requirements for graduation must be completed by September 15, 2009, except current course work at Albany State University.

Any student with course work that is not received by the deadline date will not be eligible for this graduation.

EXIT INTERVIEWS-FINANCIAL AID

Potential graduates who have not received any financial aid should report to Financial Operations Office and pay the required graduation fee by the deadline date. Prior to graduating, borrowers are required to complete an exit counseling session. All students who received federal loans (Direct Student Loans-Subsidized and Unsubsidized Stafford Loans) are required to complete an on line exit counseling session. This on line exit counseling session will take about 30-40 minutes to complete. A representative from the Financial Office will contact you if you need to visit their office to for an exit interview. To complete the Exit Interview, please go to:

1. <https://www.dl.ed.gov/borrower/CounselingSessions.do?cmd=initializeContext>
2. Complete the Exit Counseling Session
3. Your Federal PIN Number can be retrieved at <http://www.pin.ed.gov>

COMMENCEMENT APPAREL

Commencement is a very special ceremony. Graduates and family members will be capturing the occasion through snapshots and videotapes. Therefore, it is important that everything is properly coordinated and displayed, including the regalia. Here are some tips for a picture perfect commencement.

Caps should be worn straight on the head with the front point in the center of the forehead. The Bachelor's tassel should be worn on the right side and shifted to the left side at the designated time. Dark shoes, dark colored hose and dark clothing should be worn. No flowers or decorative jewels should be worn. Honor cords (for eligible students) must be cleared through the Office for Academic Services and Registrar before paying the Cashier. Other instructions will be given during the rehearsal.

RECEIPT OF DEGREE

During the commencement ceremony you will receive a diploma cover. The diploma will be issued to you immediately following the ceremony. If the diploma is held, there will be a letter of explanation inside the cover. Please adhere to all deadlines.

NOTE: We will maintain diplomas for only 30 days from each commencement date for students with financial obligations. A request submitted for a name change after the graduation/degree audit will not be changed prior to commencement, and there will be a charge to order another diploma (\$30.00 for the bachelor's and \$40.00 for the specialist and master's degree).

GENERAL INFORMATION

Check your package for a gown, hood, cap, tassel and numeral. Make sure gown and cap fits before leaving the ASU Bookstore. There is no guarantee that a diploma will be available by Commencement for those students receiving late departmental clearance for graduation and a late fee may be required. Thank you for adhering to all deadlines.

Again, congratulations.