Spring 2016 Graduate Commencement Ceremony

Date
Friday, May 6, 2016

Location
Georgia College Centennial Center
251 S. Clark Street
Milledgeville, GA 31061
Campus Map

Time
The ceremony processional will begin promptly at 6:45 p.m. Candidates should check in at the first-floor student line up area no later than 6:00 p.m. Doors will open for guests at 5:00 p.m. We ask all guests to use the building main entrance (next to the tennis courts) and to be seated before the processional begins.

Participants
Students who have submitted a Spring or Summer 2016 graduation application and who have been verified by the Registrar’s Office as on track to complete all degree requirements by the end of the Summer 2016 semester are invited to participate. Because final grades for Spring and Summer semesters are not received until after commencement, participation in the ceremony does not guarantee that all degree requirements have been completed or that the student will graduate.

Tickets
Tickets are not required for graduate commencement. There is no limit on guests. Seating is available on a first-come basis.

Announcements
Herff Jones is Georgia College’s authorized vendor. Students received ordering information at their bobcats email address in mid-January. Additional information is available from Barnes & Noble at Georgia College.

Regalia
In order to participate in commencement, graduate students are required to wear a master's gown, graduate hood with the appropriate color piping, cap and black tassel. U.S. military personnel may wear appropriate military dress uniforms in lieu of regalia. Regalia should not be worn over military uniform. Students will not be allowed to participate in the ceremony if they are not attired appropriately.

Regalia will be available for purchase online through Herff Jones beginning in January. The deadline for online ordering is Friday, March 4. After this date, regalia must be purchased directly from Barnes & Noble at Georgia College. Delivery for out-of-town students can be requested for an additional fee.

Students may also borrow all or part of their regalia from recent GC graduates rather than purchasing their own items. If borrowing attire, students need to ensure that their hood bears the appropriate color for their discipline and that they wear a master’s gown, which has long, rectangular extensions on the sleeves.

The Student Government Association and the Office of Student Affairs also provide assistance for a limited number of students who would otherwise be unable to participate in commencement due to the cost of regalia. For more information, email SGA at sga@gcsu.edu.

**Personal Attire and Articles**
Proper attire is required of all students participating in the ceremony. Ladies, please wear dark shoes; low heels are strongly encouraged. Gentlemen, please wear dark shoes and trousers. Please avoid wearing bright colors.

Students should not bring any bulky items, like purses or bags, to the ceremony. Students may bring a small camera or cell phone.

**Parking**
Due to high traffic the day of the event, guests are encouraged to park in either the Irwin Street lot (Lot # 28) or the Depot lot (Lot # 2) and utilize a shuttle for transportation to the event. Shuttles will be running two hours prior to the event start and one hour after the event ends. Anyone requiring ADA assistance may park in the designated parking area in front of the Centennial Center. For any parking or shuttle questions, please call the Parking and Transportation office at 478-445-7433.

**Assistance for Individuals with Disabilities**
Anyone requiring handicap assistance may park in the designated parking area in front of the Centennial Center. Families may also drop off guests with disabilities at the front entrance of the Centennial Center. Georgia College will also provide assistance with golf carts and ADA accessible shuttles from each of the parking lots.
The ramp accessible entrance is located on the right side of the front entrance. Once inside, there will be three rows of handicapped seating available on both sides of the seating area. Family members may sit near one another, but we ask that designated handicapped seats remain reserved for other individuals with disabilities. There are twelve wheelchair accessible spaces along the top row of seating.

A sign language interpreter will be available and signing from the left side of the stage; reserved seating for individuals who use an interpreter will be available directly in front of this area.

If you or your guests require special assistance or use a sign language interpreter, please notify Disability Services at 478-445-5931 or by e-mail at disability@gcsu.edu.

**Live Internet Viewing**
The commencement ceremony will be broadcast live over the Internet via web cast. You may view the ceremony from the [Georgia College homepage](http://www.georgiacollege.edu).

**Guest Seating**
Seating in the Centennial Center is general seating; both stadium and bleacher seats are available.

**Student Seating Arrangement**

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**Commencement Program**
Students who submitted their graduation application prior to the posted deadline will have their name included in the commencement program. Students who have requested a directory restriction will not have their names printed in the program unless the Registrar’s Office receives the student’s written permission before April 1.
During the ceremony, student names will be read in the order listed in the commencement program. The names of individuals not in attendance will not be read.

**Lineup and Name Cards**
Candidates will be lined up alphabetically by college within the degree designation they are receiving (MA, MED, MBA, etc).

Each student will be given a name card at check-in. Students will line-up in numerical sequence as indicated on the name card. In order to ensure your proper place in line, please be on time. Students will keep the name card with them and hand it to the reader when they cross the stage.

**Name Pronunciation**
The correct pronunciation of your name is important. If your name is routinely mispronounced, please contact your commencement reader and provide the correct pronunciation of your name. If you leave a message, please speak slowly and clearly. Readers for the Spring 2016 graduate commencement ceremony are:

Dr. Steve Elliott-Gower (Colleges of Business and Health Sciences): 478-445-4025, steve.elliott-gower@gcsu.edu

Dr. Scott Dillard (Colleges of Arts & Sciences and Education): 478-445-3182, scott.dillard@gcsu.edu

**Photographs**
Degree candidates will be photographed by professional photographers as they cross the stage. GradImages, our graduation photographer, will provide proofs to each student at his or her bobcats email address approximately one week after the ceremony.

Guests will not be allowed on the Centennial Center floor to take pictures during the ceremony.

**Video**
You may purchase a copy of commencement ceremony on DVD for $15. Download the request and mail it to:

University Television
Georgia College
Campus Box 9
Milledgeville, GA 31061

Please allow 4-6 weeks for delivery.
Media Representatives
Members of the media should contact Brittiny Johnson in University Communications to obtain a press pass for the event.

Recessional
Guests are asked to remain at their seats while the platform party, faculty, and students recess. Guests should plan to meet their students at the reception following the ceremony.

Reception
All degree candidates and their guests are invited to join the Georgia College faculty, staff, and administration for a reception on the reflecting pool lawn immediately following the ceremony.

Share Your Memories
Tag your tweets and Instagram photos with #GCSU16 and to share your favorite Georgia College experiences and your commencement photos.

Diplomas
Participating in the commencement ceremony does not guarantee that all degree requirements have been completed or that the student has graduated. Diplomas will be mailed to the address the student has provided on his or her graduation application after the Registrar has received final grades and verified that all degree requirements were satisfied by the last day of the semester in which the degree is to be awarded. This process normally takes 1-2 weeks following the end of the term.

Contact Information
Registrar’s Office
Georgia College
Parks Hall 107, Campus Box 069
Milledgeville, GA 31061
Office: 478-445-6286
Fax: 478-445-1914
Email: registrar@gcsu.edu

Last Update: April 27, 2016