Spring 2019 Undergraduate Commencement Ceremonies

Date
Saturday, May 11, 2019

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

Time
The College of Arts & Sciences and the College of Education processional will begin promptly at 8:45 a.m. Students should arrive in the first-floor student line-up area no later than 7:45 a.m. Doors will open for guests with tickets at 7 a.m.; guests without tickets may enter on a space-available basis beginning at 8:40 a.m.

The College of Business and the College of Health Sciences processional will begin promptly at 1:45 p.m. Students should arrive in the first-floor student line-up area no later than 12:45 p.m. Doors will open for guests with tickets at noon; guests without tickets may enter on a space-available basis beginning at 1:40 p.m.

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.

Participants
Undergraduate students who have submitted a Spring or Summer 2019 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 2019 semester are invited to participate. Students who require summer coursework must be registered or wait listed for needed courses by Friday, March 29. Because final grades for the 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.
Students may only participate in the ceremony for their respective college.

**Graduation Fairs**
To assist you in preparing for commencement, we will have two graduation fairs during the Spring semester. The first will be held on February 6 (1:00-5:00 p.m.) and 7 (10:00-2:00 p.m.) at Barnes & Noble at Georgia College. At that time, you will be able to order regalia, announcements, and other graduation merchandise. You may also order these items online (instructions below).

The second graduation fair will be held on April 15 (1:00-5:30 p.m.) & 16 (10:00-2:00) in the Donahoo Lounge. At this fair, undergraduate students will be able to pick up their commencement tickets. Pre-ordered regalia may also be picked up beginning April 17 from Barnes & Noble at Georgia College.

**Announcements**
*Balfour* is Georgia College's authorized vendor. Students received ordering information at their bobcats email address in late January. Additional information is available from *Barnes & Noble at Georgia College*.

**Regalia**
In order to participate in commencement, undergraduate students are required to wear a bachelor's gown, green or blue collar stole, cap and black tassel. Students will not be allowed to participate in the ceremony if they are not attired appropriately.

Regalia will be available for online purchase through *Oak Hall* beginning in January. The deadline for online ordering is Sunday, March 10. 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 and must be ordered on or before Thursday, April 4.

Students may also borrow all or part of their regalia from recent GC graduates rather than purchasing their own items.

U.S. military personnel may wear appropriate military dress uniforms in lieu of regalia. Regalia should not be worn over military uniform.

**Cap Decorating**
Students are encouraged to decorate their cap. Inspirational messages, celebrations of achievement, university pride, and expressions of gratitude are particularly appropriate. Decorations should be limited to the top surface of the cap and should lay as flat to the mortar board as possible to prevent obstructing the view of others. Decorations should be consistent with Georgia College’s Code of Conduct. The
university reserves the right to require graduates to change their cap if it is deemed inappropriate.

**Tickets**
Each undergraduate degree candidate will be issued 6 tickets for their designated ceremony. Degree candidates may pick up their tickets at the April Graduation Fair on April 15 and 16 in the Donahoo Lounge. Degree candidates may also pick up their tickets from the Registrar's Office, 107 Parks Hall, beginning April 17. Students must present their photo ID to receive tickets. Students should store their tickets in a secure location; lost tickets will not be replaced.

Guests without tickets will be allowed to enter the Centennial Center on space-available basis twenty minutes prior to the start of the ceremony (8:40 a.m. for the morning ceremony and 1:40 p.m. for the afternoon ceremony).

Building occupancy restrictions will be enforced; therefore, all seating is available on a first-come, first-served basis.

Students who are not using their allotted number of tickets may give their tickets to other students. Buying or selling tickets is a violation of the Student Conduct Code.

**Personal Attire and Articles**
Proper attire is required of all students participating in the ceremony. Please wear dark shoes; low heels are strongly encouraged.

**Parking**
Due to high traffic on 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. The parking lot address is 130 N. Irwin Street. Shuttles will run every five minutes. Centennial Center parking lot spaces are limited and usually fill up an hour prior the event start time. Shuttles will be running two hours prior the event start and one hour after the event ends.

ADA parking will be available in front of the Centennial Center lot, entering through the N. Clark Street/Washington St. entrance. Graduates can be dropped off at the back of Centennial, entering through the N. Clarke St./Washington St. entrance. For any parking or shuttle questions, please call the Parking and Transportation office at 478-445-7433.

**Assistance for Individuals with Disabilities**
Anyone requiring 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 main 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. Guests may not enter through the first floor student line up area.

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 so we can best accommodate your needs.

**Prohibited Items**
Although GC does not anticipate any security problems during commencement, we are constantly monitoring the events to protect the safety and security of our guests. All who enter the Centennial Center for commencement are subject to search, as are all carried items. Students and their guests attending the ceremony are asked to leave behind certain items that are prohibited because of security reasons:

- No large bags, back packs, large purses or items larger than 12 x 12, except for items pertaining to medical conditions or child care
- No firearms, knives, explosives or other weapons
- No artificial noise makers, air horns or megaphones
- No large signs or flags that may obstruct views, poles, banners, balloons or laser pointers
- No outside food or drinks
- No drones or any unmanned flying vehicles allowed in the commencement venue or anywhere on the GC campus during commencement weekend without prior approval from GC Public Safety and in coordination with University Communications
- No animals, other than service animals as outlined by the U.S. Department of Justice. Please refer to the ADA for common questions relating to service animals. Please note that emotional support, therapy, comfort, or companion animals are not considered service animals under the ADA.

In addition, graduates should not bring any personal items, like purses or bags, to the ceremony. Students may bring a small camera or cell phone. Water will be provided for graduation candidates in the line-up area.

GC Public Safety has the authority to prohibit any other items deemed to be a security risk. Prohibited items must be returned to the owner’s car or discarded, and any unlawful items are subject to confiscation.
**Tobacco-Free Campus**
Guests also are reminded that all facilities of Georgia College are tobacco, electronic cigarette and vaping device-free. The use of all tobacco products including but not limited to cigarettes, cigars, pipes, and smokeless tobacco, electronic cigarettes and devices that simulate the use of tobacco are prohibited anywhere on GC grounds.

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

**Student Seating Arrangement, College of Arts & Sciences and College of Education Ceremony**

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<tr>
<th>Stage</th>
<th>Faculty</th>
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<tr>
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<td>Bachelor of Science degree candidates from the College of Arts &amp; Sciences</td>
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<td>Bachelor of Science degree candidates from the College of Education</td>
<td>Bachelor of Music Education candidates from the College of Arts &amp; Sciences</td>
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**Student Seating Arrangement, Colleges of Business and Health Sciences Ceremony**

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<tr>
<td></td>
<td>Bachelor degree candidates from the College of Health Sciences</td>
<td>Bachelor degree candidates from the College of Business</td>
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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 March 29.
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 (BA, BBA, BMEd, BS, BSN, 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**
Graduation candidates will receive an email in early May that includes the name of the faculty member who will read their name as they cross the stage. If you have a name that is routinely mispronounced, please contact your commencement reader at that time and provide the correct pronunciation of your name. You will also have an opportunity to say your name for your reader prior to the ceremony.

**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 and hired photographers/videographers will not be allowed on the Centennial Center floor to take pictures during the ceremony.

Following commencement, GradImages photographers will be circulating outside the commencement venue to capture additional candid photographs of our graduates with their loved ones. The GradImages staff will be wearing red vests, so they will be highly visible and easy to locate.

**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 Cindy O’Donnell 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 on the Centennial Lawn 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 Centennial Lawn immediately following the ceremony.

**Share Your Memories**
Tag your tweets and Instagram photos with #GCSU19 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.

**Diploma Frames**
Church Hill Classics is Georgia College’s authorized vendor for diploma frames. Students may order online, or obtain more information from Barnes & Noble at Georgia College.

## 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: January 25, 2019