TO: Members of the August 2007 Graduating Class

FROM: Janice Smith, Graduation Coordinator

Congratulations! Graduation day is fast approaching. Please review this information carefully so that your day will be special and not marred by confusion!

GRADUATION DATE- The graduation ceremony will be held in the Convocation Center at on Friday, August 3 at 7:00 p.m.

CAP & GOWN- Academic attire can be picked up at the bookstore (Student Union) at the following times:

   Monday - Thursday, July 30 - August 2 (9:00 a.m. - 4:00 p.m.)
   Friday, August 3 (9:00 a.m. - 6:00 p.m.)

If you did not get “pre-fitted” you may do so during these times. Caps should be worn at all times. Let the tassel hang over the right front quadrant of your cap.

NAME CARDS- A card with your Name, Group Number, and Position Number will be given to you when you pick up your cap and gown. Please bring this card with you to the commencement ceremony and hand it to the person announcing the names when you reach the platform. Do not write on the card.

HONOR STUDENTS- Bachelor Degree Students graduating Summa Cum Laude, Magna Cum Laude, Cum Laude or in the Honors Program will have a special notice included in this letter for pick up of cord. Honor status is based on ASU gpa & overall gpa with transfer work if applicable.

PROCESSION LINEUP- Lines will form beginning at 6:00 p.m. in the multi-purpose room, located on the lower level between the RED and YELLOW entrances. Please enter by the outside stairs that lead directly to the multi-purpose room (see attached diagram). Please do not leave purses or other items in this room.

The line-of-march will be in alpha order by college and degree. Please report to the marshal located by your GROUP SIGN. When directed to do so, you will line up in numerical order (see position number on your name card) in front of your group sign. Graduate Students will be seated in alpha order by college and degree.

PROCESSION- University/College marshals will lead you to the reserved seating area. You should remain standing until instructed to sit.

DEGREE CONFERRAL- After degrees are conferred by the Chancellor, you will walk across the platform, pause to be greeted by the Chancellor and receive your diploma cover from him, then return to your seat. You should move the cap tassel from the right to the left side after you are re-seated.

DIPLOMA DISTRIBUTION- Diplomas will be distributed immediately following the ceremony. You will be led directly to the distribution tables from the recessional.

NO DIPLOMAS WILL BE ISSUED UNTIL THE CEREMONY HAS ENDED. Students who leave the
ceremony early will be asked to leave the Convocation Center.

**PICTURE TAKING** - A professional photographer will take pictures of degree recipients as they are greeted by the President & again just after leaving the platform. A photo proof and order blank will be sent to you offering photographs at a nominal cost. All transactions will be between you & the photography company. You may contact them at www.photograds.com or at 866-572-0199. There will also be an opportunity to order a video of the commencement service from Action Video (rivers63avp@yahoo.com).

**RECEPTION** - There will be an opportunity for you to meet with faculty, family and friends immediately after your commencement ceremony. The reception will be held on the upper level entrance.

**DISABLED/HEARING IMPAIRED STUDENTS** - Please call Tracy Finch (972-2031) if you will need special accommodations.

**PARKING** - You and your guests may park in any of the Convocation Center parking lots other than areas reserved for faculty and disabled. Reserved parking for the disabled is near the Yellow Entrance.

**SEATING FOR GUESTS** - Your guests may enter through the red or yellow upper level entrances and sit in any unreserved seat on either the upper or lower level. Reserved seating for the disabled is accessible from the Yellow entrance.

**GRADUATION ABSENTIA** - If you cannot be present for the commencement ceremony, please complete the form on the bottom of this page and return it to the Office of the Registrar, Attention: Janice Smith, PO Box 1570, State University, AR 72467. Diplomas will be mailed (certified mail) only to out-of-town graduates who return the completed form. Graduates from the Jonesboro area are requested to pick up their diplomas at the Office of the Registrar, Room 2130, Student Union beginning August 7. **Please be sure to bring identification!**

**NOTICE:** Transcripts of academic records with degrees posted should be available beginning August 17, 2007. Transcripts can be requested on-line. Details on how to request transcripts can be found by clicking on the **Transcript Request** link on the Registrars homepage at [http://registrar.astate.edu](http://registrar.astate.edu).

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I DO NOT PLAN TO ATTEND ASU-JONESBORO COMMENCEMENT CEREMONIES ON AUGUST 3, 2007.

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**DEGREE** ___________________________ **MAJOR** ___________________________

( ) I will pick up my diploma (beginning August 7) at the Registrar’s Office. (Please bring identification)

( ) I live outside of Jonesboro, please mail my diploma to:

Street/PO Box ___________________________

City/State ___________________________ Zip ___________________________