IMPORTANT NOTICE TO GRADUATES

Congratulations on your achievement! All candidates for graduation are encouraged to attend Commencement on **May 13, 2011.** Conflicts should be cleared through the Registrar's Office no later than Friday, May 6, 2011, by calling 862-6238. We believe you will be interested in the summary of events and other information listed below.

Class Meeting/Exit Survey	**Tuesday, April 5, 2011 (12:30 – 1:30 p.m.) HMSS 122 - Lecture Hall**
Invitations Pickup (Approx. 10 per student)/ Exit Survey	**April 26 (9:00 a.m. – 12:00 p.m.) Commons/Cafeteria** **April 27 (9:00 a.m. – 12:00 p.m.) Commons/Cafeteria**
Academic Dress Cap & Gown Pickup /Exit Survey	**April 26 (9:00 a.m. – 12:00 p.m.) Commons/Cafeteria** **April 27 (9:00 a.m. – 12:00 p.m.) Commons/Cafeteria**

****Please note: Exit Survey must be completed before picking up Cap & Gown and Invitations.****

Graduates who are unable to pick up on April 26 or 27 should call 804-862-6213 to make arrangements for pickup of the cap and gown. Graduates may keep caps and gowns.

Phi Theta Kappa Members - Students may pick up their Phi Theta Kappa stoles and tassels from May 2 – May 13 (8 a.m. - 5 p.m.) at the front desk in the Center for Student Affairs. Immediately following commencement on May 13, return the PTK stole to the ***PTK table*** in the Cafeteria. Students not returning stoles on May 13 must return them to the front desk in the Center for Student Affairs no later than Monday, May 16, 2011. **Students who fail to return the PTK stole will have holds placed on their record that will prevent them from having transcripts processed, registering, etc. You only have to return the PTK stoles; the tassels are yours to keep!**

FYI – Caps and gowns are forest (dark) green.

Failure to Graduate – **Unsuccessful candidates will be notified by telephone no later than Thursday – May 12, 2011**.

**** Summer candidates who need more than twelve semester hours to graduate may NOT participate in Commencement. Any candidate who has less than a 2.00 GPA may NOT participate in Commencement.***

COMMENCEMENT DAY EVENTS

Class Picture
Friday - May 13

On the bleachers beside the track - *In case of rain - Statesman Hall*
Lineup for class picture begins promptly at 3:45 p.m.
* Students not present at the bleachers by 4:00 p.m. may not be included in the class picture.
(NO EXCEPTIONS)
Picture will be taken at 4:15 p.m.
Cost - $17.00 per picture – A Class Picture Order Form is enclosed.

Commencement
Friday – May 13

Lineup for Commencement begins promptly at 4:45 p.m.
at the tent on the west entrance of Statesman Hall
Students not present for line up at 5:00 p.m. may not be permitted to participate.
(NO EXCEPTIONS)
Non-participating graduates may pick up diplomas at the Registrar's Office beginning at 8:30 a.m. – Monday, May 16, 2011.

Commencement begins promptly at 6:00 p.m.

Reception
Friday - May 13

Immediately following the Commencement ceremony
Student Center Cafeteria