

Dear Degree Candidate:

Congratulations to you as a member of the 2012 Spring Class of the University of Louisiana at Monroe! Graduation is a momentous occasion, and we share your excitement in this achievement. Please carefully read the following information:

Commencement REHEARSAL: Friday, May 18, 2012 - 9:00 a.m. ~ Fant-Ewing Coliseum

1. Recommended dress for rehearsal is street clothes.
2. Please use the service entrance on Northeast Drive when entering Fant-Ewing for Commencement rehearsal. Upon arrival, please refer to the seating roster you will be given to locate and take your assigned seat immediately.
3. During rehearsal, Baccalaureate degree recipients and Doctorate of Pharmacy degree recipients whose cumulative GPA's fall between 3.5 and 4.0 will receive maroon and gold honors cords signifying the Latin honors of *cum laude*, *magna cum laude*, and *summa cum laude*. Associate degree recipients whose cumulative GPA's fall between 3.5 and 4.0 will receive white honors cords signifying inclusion in the University's honors categories of *Honors* and *High Honors*. These cords are to be worn with your regalia during the ceremony. (**Note:** Your cumulative GPA is referred to as "overall" in Banner Self Service.)
4. At the end of rehearsal, printed information will be available regarding floor-level seating for disabled guests.

Commencement CEREMONY: Saturday, May 19, 2012 - 10:00 a.m. ~ Fant-Ewing Coliseum

1. To prepare for the processional, candidates will assemble by the seating roster columns inside the circular hallway of the Coliseum's upper concourse. Lines for advanced degrees will form alphabetically by degree type; lines for all other degrees will form alphabetically by academic colleges. **As a candidate, you must be in line by 9:00 a.m. for roll call.** Your guests may begin entering the Coliseum at 8:30 a.m.; guest seating is on a first-come, first-served basis.
2. Please wear dark clothing and dark shoes (ladies, please wear low heels) with your Commencement gown. The tassel on your mortar board hangs on the right side until you are instructed to move it to the left during the ceremony. In addition to the honors cords given at rehearsal, other pieces of regalia (e.g., pins, cords, ribbons, medallions, stoles) may be worn *only if* they are academic-excellence awards given in recognition of your high GPA.

Some examples of regalia you are not allowed to wear are social sororities' and fraternities' insignia, Kente stoles, ROTC regalia, and athletics event medals. Displaying symbols or writing on your mortar board is also prohibited. If you wear these items to the ceremony, they will be taken when you enter the Coliseum and returned later. Also, you must wear all of your regalia (i.e., cap and gown) throughout the ceremony. Violating the regalia policy could result in your being removed from the processional and assessed a \$100 fine.

3. As a ceremony participant, **you are not allowed to have cell phones, PDA's, cameras of any kind, or other similar devices with you during the ceremony.** Such items will be taken upon your entry into the Coliseum and returned after the ceremony. Because they cannot be carried in the processional or secured anywhere in the building, we recommend that you leave these items, as well as umbrellas, purses, and extra apparel, with your guests.
4. Please inform your family and friends that photographers are not permitted on the arena floor during the ceremony. For information about the photo which will be taken as you cross the Commencement stage, please see [Item 4](#) on the next page of this document.
5. We ask that you, your family, and friends display appropriate behavior during the ceremony so as not to detract from the dignity of the occasion. To ensure that all candidates' names are heard during the ceremony, **please ask your guests to refrain from making any responses or applauding when your name is called.**
6. A diploma cover will be given to you as you cross the stage. Your diploma will be mailed within four to six weeks to the address you specified on your application for graduation. [\[go to Item 1, Page 2\]](#)
7. During the recessional, platform guests will exit first, followed next by the faculty, and then by the graduates.

Additional Information and Instructions

1. If you filed a *Name Change* request form after applying to graduate, please notify email crowley@ulm.edu.
2. When you completed your *Application to Graduate*, you were asked to indicate whether you intended to take part in the commencement ceremony. If you did not indicate your decision on your application or if your decision has changed since you submitted your application, please email crowley@ulm.edu.

IMPORTANT NOTE: If you indicated that you will participate in the ceremony but change your mind without notifying us, the mailing of your diploma will be delayed, possibly beyond the four to six weeks indicated in [Item 6](#) of *Commencement Ceremony* on Page 1.

3. All fees and other financial obligations to the University should be paid before Commencement. If you think you are delinquent in any manner, contact La Capitol Federal Credit Union (fees and traffic fines), the Library (library fines), and/or University Police (permit, parking fines).

If at any time you have ever received any type of guaranteed student loan through the University, you should attend an exit interview prior to Commencement rehearsal. Please contact the Office of Student Financial Aid at 342-5320 if you have any questions about this requirement.

4. **GradImages**, a company which specializes in commencement photography, will take your photo as you cross the stage during the ceremony. Although the ULM Alumni Association will send you a complimentary copy of this photograph, you may order additional copies from **GradImages**.

For all questions about these photos, please contact *GradImages* at <http://www.gradimages.com> or 800-261-2576.

5. Pre-ordered caps, gowns, and personalized commencement announcements may be bought at University Bookstore. Generic announcements are also available for purchase.
6. Doctoral candidates must select the appropriate hoods for their respective disciplines when ordering regalia. Candidates are responsible for ensuring that their hoods are delivered to the Graduate School before 9:00 a.m. on rehearsal day (Friday).

Again, congratulations on this momentous occasion. Should you have any questions, please feel free to contact me (318.342.5273 or e-mail crowley@ulm.edu).



Karen A. Crowley
Commencement Committee Chair

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