

FLORIDA SOUTHERN COLLEGE
COMMENCEMENT HANDBOOK

2009 – 2010
(Revised 3/10/10)

WINTER COMMENCEMENT

One Commencement on Saturday, December 19, 2009

Evening, Graduate, Orlando/Ocala Programs
Lakeland Day Students
Branscomb Auditorium – 10:30 a.m.
(Graduates assemble in caps & gowns at Annie Pfeiffer Chapel at 9:45 a.m.)

SPRING COMMENCEMENT

Two Commencements on Saturday, May 1, 2010

Commencement I

Evening, Graduate & Orlando/Ocala Programs
Annie Pfeiffer Chapel – 10:30 a.m.
(Graduates assemble in caps & gowns at the Hollis Room in the Buckner Bldg. At 9:45 a.m.)

Commencement II

Lakeland Day Students
Jenkins Field House – 1:30 p.m.
(Graduates assemble in caps & gowns at Annie Pfeiffer Chapel at 12:45 p.m.)

Campus Map

<http://www.flsouthern.edu/visit/directions.htm>

Office Phone Numbers

Provost's Office	680-4124
Student Development Office	680-4209
Registrar's Office	680-4127
Bookstore	680-4186

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WINTER COMMENCEMENT SCHEDULE

Saturday, December 19, 2009

- 9:45 a.m.** Graduates assemble in caps and gowns
Annie Pfeiffer Chapel
- 10:15 a.m.** Graduate Processional to
Branscomb Auditorium
- 10:30 a.m.** Commencement begins for
**Evening, Graduate, Orlando/Ocala Programs
Lakeland Day Students**
Branscomb Auditorium

Spring Baccalaureate

Friday, April 30, 2010 – 7 p.m.

Annie Pfeiffer Chapel

(Attendance is encouraged, but not mandatory)

SPRING COMMENCEMENT SCHEDULE

Two Commencements

(Revised 3/10/10)

Saturday, May 1, 2010

Commencement I

- 9:45 a.m.** **Evening, Graduate and Orlando/Ocala Programs**
Graduates assemble in caps and gowns
Hollis Room in the Buckner Bldg.
- 10:15 a.m.** Graduate Processional to
Annie Pfeiffer Chapel begins
- 10:30 a.m.** **Commencement I begins for
Evening, Graduate and Orlando/Ocala Programs**
Annie Pfeiffer Chapel

Saturday, May 1, 2010

Commencement II

- Noon Jenkins Field House opens for seating
- 12:45 p.m.** **Lakeland Day Graduates**
Graduates assemble in caps and gowns
Annie Pfeiffer Chapel
- 1:15 p.m.** Graduate Processional to
Jenkins Field House begins
- 1:30 p.m.** **Commencement II begins for
Lakeland Day Graduates**
Jenkins Field House

BACCALAUREATE

Baccalaureate is a chapel service for graduates and guests. **There is no Winter Baccalaureate.** Spring Baccalaureate is held in Annie Pfeiffer Chapel the night before spring graduation. All graduates and their guests are encouraged to attend. Graduates sit with their families/guests and do not wear caps and gowns. **Attendance at Baccalaureate is not mandatory.**

COMMENCEMENT CEREMONY

All graduating seniors are expected to attend commencement. There is one Winter commencement for all winter graduates at 10:30 a.m. on Dec. 19, 2009. There are two Spring Commencements on May 1, 2010 at 10:30 a.m. and 1:30 p.m. The Spring morning commencement is for Evening, Graduate and Orlando/Ocala program students; the Spring afternoon commencement is for Lakeland Day students. **Graduates should arrive in caps and gowns at the Annie Pfeiffer Chapel 45 minutes prior to the ceremony. There is no rehearsal.**

Faculty Marshals: These designated faculty members provide the graduates with instruction and guidance for their participation in the ceremony. Graduates receive name cards for use by the announcer during the ceremony.

The Processional: Graduates remain standing for the entire processional, the invocation, and the national anthem. Men remove their caps during the invocation and anthem and then replace them. Women leave their caps on throughout the ceremony. Bachelor's degree candidates wear their tassels over their right temples. Graduates are seated as a group when the anthem is completed.

Presentation of Degrees: Graduates rise in a group to be presented for their degrees. The faculty marshals direct the movement to the platform. When graduates advance toward the stage, the announcer reads their names. Graduates walk across the platform to receive their diplomas from the president of the college.

The Recessional: Graduates rise for the alma mater. Women leave their caps on, but men remove theirs for the alma mater and benediction. At the conclusion of the ceremony, faculty marshals direct each row to join the recessional. Platform occupants recess first; then, the faculty members. Finally, the graduates exit, beginning with the front rows. Graduates are asked to meet their family/guests at a pre-determined location outside the building.

Academic Honors: Academic honors noted in the commencement program are based on final cumulative averages and are explained in the academic catalog as follows: Degree candidates with final cumulative grade point averages of 3.50-3.69 are graduated cum laude; 3.70-3.84 magna cum laude; and 3.85-4.00 summa cum laude. To be eligible for these honors within the graduating class, students must have earned 62 or more hours at Florida Southern College. CLEP, AP, transfer, transient, and other non-Florida Southern credit does not meet this requirement.

Honor Cords: Honor cords representing specific honor societies are given to graduates by a representative of that organization. They are not included with your graduation fee. Each organization is responsible for ordering the cords through the campus bookstore. Only authorized and registered honor societies may wear honor cords. **Only *academic cords, international stoles and academic medallions are allowed.***

Dress Code for Graduates: Men are asked to wear dark trousers, dark shoes and neckties. Women are asked to wear dark skirts or dresses, and dark shoes. Men are not required to wear suit coats under their robes.

Photography at Commencement: Professional photographers from Bob Knight Photo will record each graduate receiving his or her degree. Proofs are provided to the graduate, usually by e-mail, shortly after commencement, and several opportunities are provided for purchase. For more information, call 800-261-2576.

During the ceremony, guests are permitted to take photographs from their seats and the aisles to each side of the graduates. They are not permitted access to the stage at any time and must keep the aisles open for graduates walking to and from the platform. Following the ceremony, guests are welcome to use the platform and surrounding area as a backdrop for photos.

Tickets: Tickets are not required for any commencement ceremony. Seating is on a first-come, first-served basis. Graduates are asked to limit the number of guests to six, if at all possible.

Reserved Seating: For the Spring afternoon commencement, the Office of Student Development will send a letter to the family of graduating seniors with regard to reserved seating for guests who have difficulty climbing stairs or who are in wheelchairs.

Graduates with Physical Disabilities: Graduating seniors with physical disabilities should contact the Office of the Provost at 863-680-4124 as soon as possible so proper accommodations may be made.

Parking: Parking for any event is on a first-come, first-served basis in any parking lot on campus. Handicap parking is available. Please contact the Office of Student Development to receive a parking pass for handicap parking.

Length of Ceremony: The entire commencement ceremony is usually less than two hours, depending upon the number of graduates and the length of the speeches.

ROTC COMMISSIONING CEREMONY & MILITARY BALL

December 4, 2009 TBA	Military Ball <i>TBA</i>
December 18, 2009 10:00 a.m.	Winter commissioning ceremony <i>Annie Pfeiffer Chapel</i>
April 30, 2010 10:00 a.m.	Spring commissioning ceremony <i>Annie Pfeiffer Chapel</i>

GRADUATION REQUIREMENTS

Grad Check: Students planning to graduate should complete a **Graduation Check** with the Registrar's office to be sure they meet all the academic requirements for graduation. **This should be done at the beginning of the semester prior to the student's anticipated graduation.** An appointment with the Registrar's office is required to complete a grad check. There is no charge for a grad check.

Application for Graduation: Students planning to graduate must complete an **Application for Graduation form with the Registrar's office the semester prior to the time they think they may graduate.**

Application for Winter 2009 – should be received by May 1, 2009
Application for Spring 2010 – should be received by December 15, 2009

When this application is processed and a graduation check is completed, the graduate's name is placed on the graduation list and will receive all communications regarding commencement. This application gives graduates the opportunity to state how they want their name to read on their diploma. **The Graduation Fee is \$60.00.** This fee covers academic costs associated with commencement, including preparation of diplomas. **This fee does not cover purchase of caps and gowns. These are purchased directly from the bookstore.**

Convocation: Students in the Lakeland day program are required to attend all convocations for each semester they are enrolled at FSC as a full-time undergraduate student, except for the semester of their graduation. A graduate not meeting this requirement is allowed to participate in commencement exercises but is not allowed access to transcripts until all convocation absences are satisfied. Any student who does not attend convocation or the convocation encore the following week, will have a fine of \$100 automatically assessed to their student account. **Questions about convocation status should be addressed to convo@flsouthern.edu or 863-680-4206.**

Student Accounts & Library Books: A graduate should check with the business office and library to make sure all bills are paid and books returned. A graduate who owes money may be allowed to participate in commencement exercises but will not receive their diploma or transcripts until all accounts are paid.

Graduate Survey

Graduates are expected to complete a graduation survey to confirm their major, address, campus activities, and future plans. Winter graduates may complete the survey beginning in November, either in the Career Center or on-line. Spring graduates may complete the survey beginning in early April. All graduates will receive an e-mail announcement with the specific dates.

ORDER CAPS & GOWNS, ANNOUNCEMENTS & CLASS RINGS

Caps and gowns are required for commencement and are purchased through the campus bookstore. Graduation announcements and class rings also may be ordered at that time. **Payment is made when your order is placed.**

Information about delivery and/or pick up times for purchases is provided by the bookstore. For questions, please call the bookstore at 863-680-4186.

Herff Jones, the provider of these products, will send an information packet with purchase details to each graduate's permanent address.

CAMPUS BOOKSTORE

For the convenience of our graduates and their families and guests, the campus bookstore will be open on graduation day as follows:

Winter Commencement	9 a.m. to 2 p.m.
Spring Commencement	9 a.m. to 2 p.m.

The bookstore will have a table set up at each commencement featuring regalia and FSC merchandise. Shop online for a complete selection of gifts at:
<http://flsouthern.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=43553&catalogId=10001&langId=-1>

The bookstore is open during the week, Monday through Friday, 8 a.m. – 5 p.m. It features FSC apparel and many items suitable for commencement gift giving.

CAREER ASSISTANCE

Register online with the Career Center to view online job listings for college graduates. Students may upload their resumes to the website so employers can contact them directly about job opportunities. Visit the Career Center website at <http://www.flsouthern.edu/career/> to register. The Career Center provides assistance with resumes, cover letters and interview strategies.

ANNOUNCEMENT TO HOMETOWN NEWSPAPER

Graduation information is sent to the hometown newspaper if permission was given on the student information sheet signed upon admission to Florida Southern College. A general release providing a list of graduates, by state, is made available to newspapers.

CAMPUS E-MAIL AND CAMPUS MAILBOX

E-mail Address: Campus e-mail addresses are discontinued approximately one month after graduation. However, access to on-line student and alumni information is ongoing via *FSC Connect*, a secure website for alumni to search the alumni e-mail directory, update personal information, or give a gift online.

To request a user ID and password for *FSC Connect*, e-mail alumniweb@flsouthern.edu. Please include your name, graduation year, current address, phone number, and e-mail address.

Campus Mailbox: All students with a campus mailbox should turn in their mailbox keys to the campus post office before graduation. If a key is lost, a fee will be charged to the student's account. When turning in the key, the graduate will complete a form providing a forwarding address. As soon as the mailbox key is returned and the forwarding address is available, the campus post office will begin forwarding mail.

ALUMNI SERVICES FOR GRADUATES

Some alumni services and benefits will be available to you after graduation via our website and *FSC Connect*. Visit www.flsouthern.edu/alumni where you can update your contact information, search our alumni e-mail directory, view alumni event schedules and photos, read alumni profiles, and receive email campus updates.

Other alumni perks include receiving the *Southernnews* alumni magazine, on-campus benefits and discounts, Career Center services, annual reunion events, and medical and life insurance. Feel free to call the alumni office at 863-680-4110 or e-mail alumni@flsouthern.edu for any questions or alumni needs.

HOTELS

Special room rates are available at some area hotels. You must identify yourself as part of the Florida Southern College commencement events to receive these special rates if they are offered.

Choices may include:

Courtyard by Marriott	863-802-9000
Holiday Inn South	863-646-5731
Hyatt Place	863-413-1122
Imperial Swan Hotel and Suites	863-647-3000
Residence Inn by Marriott	863-680-2323
Terrace Hotel	863-688-0800