

2008 Senior Commencement Meeting  
Friday, May 2, 2008

**WELCOME – Provost Rita Smith Kipp**

- Congratulations – enjoy this day.
- There is an official process to approve seniors for graduation. A resolution is read by the most senior faculty member and voted on by the faculty to approve the 2008 graduates. You were approved.
- Commencement is on Saturday, May 17, 2008 at 1:00 p.m. in the Dyson Baudo Recreation Center.
- Doors to the facility will open at 11:00 a.m.
- Tickets are not required.
- Seating is on a first come first serve basis – there are reserved seats – someone must be present to hold seats.
- The ceremony will last approximately 2 ½ hours
- The Commencement speaker will be the Honorable John R. Lewis.
  - o The two Jewett speakers will be Nicholas Aylward and Rosa Hanks.
- Special accommodations for handicapped parking and seating can be arranged through Paula Lewis in Thomas Hall 122 (8a.m. to 4 p.m.), x4633 or e-mail at [paula.lewis@marietta.edu](mailto:paula.lewis@marietta.edu)
- Dr. Kipp will be the person reading your name as you cross the stage. Therefore, we ask for a little help to insure that we pronounce your name correctly. If you have a Polish, Slavic or Italian name, or a name with Asian heritage, unusual spelling in your name or a name that is often mispronounced please contact Dr. Kipp.
  - o THIS INCLUDES YOUR FIRST, MIDDLE AND LAST NAME.
  - o You can see her in person in the Provost's Office in Irvine Administration Building or call her at x4741.
  - o IF YOU CALL HER PLEASE STATE YOUR NAME CLEARLY AND SLOWLY.
  - o Contact her by May 15.
- Be sure to take advantage of the Strawberries and Crème luncheon on Friday, May 16 as well as the Baccalaureate, and the President's Reception (see commencement schedule for location and times).

**RECORDS OFFICE – John Tynan and Kara Tabor – x4728**

- Grades must be turned in by 9:00 a.m. on May 13 – The Records Office will not process the grades until after all the grades are turned in. Once they are processed, grades will be available online (My MC).
- Records Office will be closed Tuesday, Wednesday, Thursday and Friday morning (May 13, 14, 15 and 16). It will reopen Friday afternoon. Questions can be answered at that time.
- You will receive an empty diploma case on the stage and be directed to the back of the recreation center where you will receive a white envelope from the Records Office staff. The white envelope will contain either your diploma or a letter stating why you did not receive your diploma. When you walk off the

stage and to the back of the recreation center to get your diploma – PLEASE STAY IN ORDER IN THE LINE.

- The Records Office will try to notify, by phone, anyone who did not meet the requirements to graduate – REMEMBER to check your voicemail or contact the Records Office if you know you are on the border line.
- Those students who receive honor cords will receive them at check-in.
- **YOU MUST CHECK IN WITH THE RECORDS OFFICE ON SATURDAY MAY 17 – Check in time is from 11:15 a.m. to 12:15 p.m.**
  - o **YOU MUST BE CHECKED IN AND IN LINE BY 12:15 p.m.!!!!**
  - o **If you are not checked-in by 12:15 p.m., your name will be removed from the list and will not be called during the ceremony**
  - o The check-in table will be located in the lower level hallway of the Dyson Baudo Recreation Center near the racquetball courts. You will be lining up down the hallway towards Sports Medicine.
  - o You will be given a sheet with instructions as well as a number when you check-in. **You will line up according to that number.** Corresponding numbers will be posted along the wall for you to line up beside.
  - o Cap and gown photos can be taken prior to the ceremony. Location will be close to the Records Office check-in table. You must have your picture taken before 12:15 p.m.
- If you want to request a transcript or check about a degree audit you will need to fill out a request form at the Records Office or contact Kara Tabor (x4728). They can be picked up or will be mailed after May 23.
- If you choose not to participate in the Commencement ceremony you can pick up your diploma at the Records after May 17 or it will be mailed to the home address you put on your Graduation Application.

#### **BUSINESS OFFICE – Donna Born - x4619 – Irvine Rm 209**

- The balance on your account must be paid in full by May 9, 2008 in order to graduate and receive your diploma.
- **Diplomas and transcripts will be held until outstanding balances are paid.** Including fines from the Library, CPS, Student Life, etc.
- Donna Born will try and contact anyone that has an outstanding balance that is scheduled to graduate – check your voicemail!!
- Account information will be sent to your campus mailbox.

#### **MARSHALS – Mabry O’Donnell – x4684**

- There will be 4 Faculty Marshal and 4 Student Marshals who will help you line up. Please listen to them and ask any questions you may have.
- Please remember this is a formal occasion. Please dress appropriately. Please stay seated during the ceremony and encourage your family and friends to be considerate as well.
- **MAKE SURE YOU STAY IN LINE ONCE YOU ARE LINED UP.**
- **YOU MUST CHECK IN AND BE IN LINE BY 12:15 p.m. ON SATURDAY – don’t wait until the last minute**

- **If you are not checked-in and in line by 12:15 p.m., your name will be removed from the list and will not be called during the ceremony.**
- **Remember to arrive before 12:15 if you want to take advantage of the cap and gown photos.**
- **As mentioned above, you will receive a number when you check in. You will be lining up according to this number. Lower numbers will be on the right and will go first into the isle and across the stage.**
- You will be marching in pairs and will start moving prior to 1:00 p.m., so that you reach the recreation center by the time the ceremony starts.
- Ceremony will start at 1:00 p.m.
- Student Marshals will help guide you to your seats and will be helping to keep you organized during the ceremony – PLEASE WATCH THEM!
- You will be asked your name before you go on stage to make sure you are in the correct order.
- You will want to look nice – please be sure to wear appropriate foot wear as you will be walking up stairs, down the isle which has a rubber floor covering, and across the stage.
  - Please take your cap and gown out of the package and iron it prior to the ceremony
  - No GUM – No Tobacco – throw out these items by 12:15 p.m.
  - No cell phones – turn them off.
- You will not turn your tassel when you walk across the stage. There will be a special part in the ceremony when you do that.
- After the ceremony, you will be led out of the recreation center and outside if the weather is nice. PLEASE STAY IN LINE. The faculty will be lined up outside and you can walk through a faculty gauntlet. Please continue to say in line!
- There will be two reception areas – one in Fenton Court and one at the Hermann Fine Arts Center. Both will serve the same items.
- **PLEASE PLAN A PLACE TO MEET YOUR PARENTS AS IT WILL BE CROWDED**

### **CAREER CENTER**

- The Career Center is here to help with employment opportunities or career changes now and in the future. Just contact them in Gilman Student Center or at 740-376-4645.

### **BOOKSTORE – Chuck Atkins – x4677**

- Caps and gowns are in – you can stop by and pick them up
- If you did not order a cap and gown, you may still be able to get one. They have a few left over on a first come first serve basis.
- Please be sure to remove the cap and gown from the bag, iron it, and try it on to make sure it fits.

- Please make sure your tassel is in the bag. If it is not please contact the bookstore.
- The Bookstore will be open Mon. – Fri. 9 a.m. – 5 p.m. and on Saturday, May 17 from 9 a.m. – 1:00 p.m.
- Don't wait until the last minute.

#### **ALUMNI OFFICE – Hub Burton – x4402**

- Congratulations
- Strawberries and Crème will be held on Friday, May 16 in Fenton Court.
- Remember to get your tickets for the Strawberries and Cream – you must have tickets to attend. (Contact x4709 or 1-800-274-4704.) Student tickets are free all guests are required to pay. You must purchase your tickets by May 9.
- If you have a special faculty member you would like to see there, please let them know.
- The Alumni Office would like to know where you will be in the future so communicate with us. Please stop by the Alumni Office to pick up your welcome letter for the new online community.
- MC Alumni Association also has a gift for you. Stop by the Alumni Office on the 3<sup>rd</sup> floor of the Irvine Administration Building to pick up your gift.
- There will be an alumni reception at the Gallery – see the Alumni Office for more details. Reservations are required.

#### **SENIOR CHALLENGE – Alumni/Advancement Office – x4502**

- This began in 1997 to allow students the opportunity for their first chance to give back to the College.
  - o There are many ways to donate – just ask
- The goal this year is 58% participation.
- The Alumni Association has agreed to match whatever the students donate.
- A check for the amount of the funds raised will be presented to the President at the Commencement Ceremony.

#### **SENIOR WEEK UPDATE**

- You can still sign up for Senior Week activities – Contact the Student Life Office in Andrews Hall.
- Senior Week Schedule can be picked up in the Student Life Office. Some items included in senior are a Cedar Point trip, Alumni Cocktail Hour, River Cruise, and Senior Barbeque.