



## COMMENCEMENT ANNOUNCEMENTS

**TO:** December Graduates

**FROM:** Michele M. White, University Registrar

On behalf of the staff in the Office of the Registrar, I would like to congratulate you on your approaching graduation. As you prepare for this event, please take a few minutes to carefully review the following announcements regarding graduation and our December commencement ceremony.

- ***Notice of Non-Attendance Form***

All December graduates who *will not* be attending the ceremony must complete the Notice of Non-Attendance form and return it to the Office of the Registrar, MSC 3528, 504A Warren Hall, **no later than December 1, 2011.**

- ***Commencement Ceremony***

The December commencement ceremony is scheduled for:

**Saturday, December 17, 2011 at 10:00 a.m.  
in the Convocation Center**

Please note the day and time. Graduates should be *in line* on the north side of the Convocation Center, near the Men's Basketball Office, no later than 9:30 a.m. Tickets are not required for the commencement exercises. Adequate seating will be available for family and guests, but traffic around the Convocation Center will be congested so we suggest that your family and guests arrive early to avoid the congestion.

- ***Caps, Gowns, Hoods and Announcements***

Proper academic dress is required for the ceremony. Graduation announcements, caps, gowns and hoods are available in the University Bookstore.

- ***Financial Obligations***

All financial obligations must be satisfied before a diploma or transcript can be issued. These obligations must be paid by 3:30 p.m., Friday, December 16, 2011, to the University Business Office at the cashier's window, third floor Warren Hall.

- ***Delivery of Diplomas***

Official diplomas will not be presented at commencement because final exams do not end until Friday, December 16, 2011 and grades are not due until Monday, December 19, 2011. Diplomas will be mailed to your home address approximately eight weeks after the ceremony. Only the degree (i.e. Bachelor of Science, Bachelor of Music...) is printed on the diploma. Majors and minors are listed on the official transcript.

- ***Commencement Photographer***  
A professional photographer will take a photograph of each graduate being congratulated by Dr. Rose. The photographer will email and mail a proof of the photograph with the option to purchase additional copies. Graduates should contact the photographer (GradImages at 800-261-2576 or [www.gradimages.com](http://www.gradimages.com)) if the proof is not received within two weeks after the commencement ceremony.
- ***Teacher Licensure***. It is recommended that all graduates who have completed their education program apply for a Virginia Teaching License. The application form and instructions are available at <http://coe.jmu.edu/esc/>. Please submit the application to the Education Support Center, 7230 Memorial Hall. The Virginia State Department of Education will mail your license directly to you. *If you do not apply, you will not receive a license.*
- ***Perkins Loan Holders*** - Exit Interviews. If you had a Perkins Loan at any time during your university career and have not arranged for your exit interview, you should immediately contact the University Business Office in Warren Hall or call 568-6505. **Exit interviews are required as a provision of your federal loan agreement.** Your transcript and diploma will be held until the Exit Interview is completed.
- ***Residence Hall Checkout***. If you are living in university housing, you must make arrangements with the head resident or RA to return your keys and have your room checked prior to your departure from campus.

Office of the Registrar  
October 2011