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Commencement Announcements for Graduate Students – December 2011

TO: December Master's, Ed.S., and Doctoral Candidates Walking During the December Commencement Ceremony

FROM: Dr. Reid Linn, Dean, The Graduate School

On behalf of The Graduate School, 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.

- *The December Commencement Ceremony is scheduled for:*

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

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 you, your family and guests arrive early to avoid the congestion.**

- *Hooding Practice*

Hooding practice is scheduled for **Friday, December 16, 2011, at 1:00 p.m.** in the Convocation Center. **All doctoral students and their dissertation directors and M.F.A. candidates and their exhibition thesis directors must attend! Masters candidates who can attend are strongly encouraged to do so.** Masters and doctoral students will be hooded on the stage during the December Commencement, so this practice session is essential to ensure that the ceremony runs smoothly. **Please bring your cap and hood and name card to this practice!** Please review the following basic instructions before coming to the hooding practice:

- If your hood has a button and string in back, **leave it unbuttoned.**
- Do NOT wear your hood during the processional – when you are asked to stand and come forward, drape your hood over your right arm.
- After your name has been called, proceed up the stairs and hand your hood to the individual waiting to hood you (the Dean of the Graduate School or the Provost).
- Turn your back to the Dean/Provost. You will now be facing the audience. Please SQUAT at the knees (do not bend forward) so that the Dean/Provost can get the hood on over your cap. DO NOT LEAN FORWARD!
- Once hooded, walk across the stage to receive your congratulations from Dr. Rose.

- *Notice of Non-Attendance*

All December graduates who *will not* be attending the ceremony must notify The Graduate School **no later than December 9, 2011.** Email Debbie Juhasz at juhaszdi@jmu.edu or call 568-6438.

- **Name Cards**

Your name will be called from a preprinted NAME CARD as you walk across the stage at commencement. Name cards will be distributed to graduates in The Graduate School in Grace Street House the following times:

Monday – Thursday, December 12 – 15 (8 a.m. – 5 p.m.)

Friday, December 16 (8:00 – noon and 2 – 5 p.m.)

You may also pick up your card at the Convocation Center during the rehearsal

You **must** bring the card with you to the commencement ceremony on Saturday, December 17 AND to the rehearsal Friday, December 16. **If you are unable to pick up your name card, you may pick it up before the ceremony at the information table (where the lineup begins) in the Convocation Center.**

- **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. Also, consideration should be made to select appropriate footwear.

A note about your cap and the tassel: Candidates for degrees frequently wear tassels on the right side of the mortarboard and then shift them to the left in unison when the degree is conferred.

- **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 six-eight weeks after the ceremony. **Please be sure that your home address is updated on MyMadison.**

- **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) if the proof is not received within two weeks of commencement.

- **Teacher Licensure.** All graduates who have completed their education program need to 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.*

- **Inclement Weather Plan**

Should weather conditions present traveling and health risks to graduates and their families, the following would take place:

- The 10 a.m. ceremony would be moved to 2 p.m., which would allow sufficient time for snow/ice removal, sidewalk clearing;
- If the conditions are so extreme that the snow and ice are still falling or cannot be cleared because of extreme temperatures, the ceremony would be cancelled. December graduates would be encouraged to process in May.

If a decision to change the graduation ceremony must be made due to weather or other unusual circumstances, the announcement will be posted on the main JMU homepage (www.jmu.edu), the main commencement web site (www.jmu.edu/commencement), the phone-in message line, 540-433-5300, radio 1610 AM and area radio and television stations.

www.jmu.edu/commencement

(Click on the section for Master's, Ed.S., and Doctoral Candidates)