ORDER OF CEREMONY

- Processional (Faculty, Students, Platform Party, Color Guard)
- Ceremony begins 10 a.m. (Morning Ceremony), 1:30 p.m. (Afternoon Ceremony)
- Welcome and Introductions
- Commencement Address
- Presentation of Graduate Candidates
- Graduates will be asked to stand as their majors are called.
- Conferral of Graduate Degrees
- Graduates will process to the right side of the stage to get their degrees.
- Graduates may be seated until their row is called.
- Presentation of Undergraduate Candidates
- Undergraduates will be asked to stand as their majors are called.
- Conferral of Undergraduates
- Undergraduates will process to the right side of the stage to get their degrees.
- Graduates may be seated until their row is called.
- Closing Remarks
- Graduates will be asked to move their tassels from the right to the left side of their caps.
- Alma Mater
- Audience and graduates will be led in the singing of the Alma Mater, which is printed on the back of the program.
- Recessional
- Graduates will remain standing while platform party and faculty recess out of the Sports Center. Graduates will be dismissed after all faculty has recessed.

Don’t let your family and friends miss the ceremonial tassel repositioning which signifies your accomplishments. Please ask them to stay until after the singing of the Alma Mater.

ARMSTRONG SPORTS CENTER MAP

COMMENCEMENT INFORMATION

DECEMBER 2015

Saturday, December 12
Armstrong Sports Center

Office of the Registrar
11935 Abercorn Street | Savannah, GA 31419
912.344.3099 | Fax 912.344.3410
armstrong.graduation@armstrong.edu

ARMSTRONG STATE UNIVERSITY
COMMENCEMENT INFORMATION

Morning Ceremony
College of Liberal Arts and College of Science & Technology
Processional begins at 9:45 a.m.
Ceremony begins at 10 a.m.

Afternoon Ceremony
College of Education and College of Health Professions
Processional begins at 1:15 p.m.
Ceremony begins at 1:30 p.m.

GRADUATION FAIR

The Graduation Fair will be held on November 18 from 1-6 p.m. in the Student Union Ballroom. The Graduation Fair is designed to assist graduating students in receiving details and information about Commencement Day. Representatives will be available to answer questions graduates may have about graduation from Armstrong.

CAP AND GOWN INFORMATION

Caps and gowns can be ordered through Herff Jones during their on-campus visits or online at collegegrad.herffjones.com. Students who are unable to attend a Herff Jones campus visit and unable to order their cap and gown online by the deadline should call 912.764.9144 or visit the Armstrong Bookstore.

Cap and gown pickup will take place at the Graduation Fair. Students who are unable to pick up their caps and gowns at the Graduation Fair may pick them up from the Armstrong Bookstore anytime after the graduation fair and before the commencement ceremony during regular bookstore hours. The Armstrong Bookstore's regular hours are Monday-Thursday, 8 a.m.-5 p.m., and Friday, 8 a.m.-2 p.m. Volunteers will be available the day of graduation to assist with graduate attire.

NAME CARDS

Name cards will be given to each graduate at the graduation fair. You MUST bring your name card to the commencement ceremony. If there are errors on your name card (misspellings, degree, honors), contact the Registrar’s office immediately at 912.344.3099 after the graduation fair. If you have a concern that a reader will have difficulty pronouncing your name, phonetically spell out your name clearly on your name card before the ceremony begins. Remember that you must give your name card to the reader at commencement so that your name will be announced. Please complete the information on the back of your card prior to the ceremony. This information will be used by the photographer to send out your graduation photos. If you come to the stage without your name card, you will cross the stage without your name being read.

MAPP EXAM

Associate and Bachelor candidates are required to take the Measure of Academic Proficiency & Progress (MAPP). Contact Testing Services at 912.344.2033 or armstrong.edu/Departments/testing/services/testing/services_mapp for more information.

FINANCIAL AID

Students who received financial aid will need to complete financial aid exit loan counseling. To complete Exit Loan Counseling visit nsls.ed.gov.

ATTIRE

Caps and gowns are required. Women should wear a dark dress or blouse and black shoes with heels less than two inches. Men should wear dark trousers, white shirt, tie and dark shoes. Candidates for associate degrees will have a blue cap and blue gown. All other candidates will have a black cap and black gown. Master’s candidates will also wear a hood. Tassels are worn on the right side of cap. Candidates may wear honor cords or stoles given by honor societies, Greek-letter organizations and the Honors program. Students earning honors based on GPA alone will not receive a cord.

PERSONAL ITEMS

Valuables should be left with family members or guests prior to lining up for the procession. Do not leave purses, keys, or other personal items unattended as you walk across the stage. Armstrong is not responsible for any lost or stolen items.

DECORUM FOR GRADUATES AND GUESTS

Graduation symbolizes the culmination of many years of hard work. We ask you to help in making the ceremony a pleasant experience for all by attentively considering the rights and feelings of the other participants and guests. This means no signs, no bottles, no beach balls, no cans, no air horns, no dogs and no alcohol. Graduates and guests choosing not to abide by these rules will not be allowed in the arena or will be escorted from the ceremony. Please ask all guests to arrive on time and stay for the duration of the ceremony so all graduates receive the same attention.

DISABILITY SEATING

Handicap/disabled seating is available for guests on a first-come, first available basis to accommodate those with wheelchairs, walkers, oxygen, visual and hearing impairments, etc. This seating is located on the floor of the arena. One additional guest may accompany and sit with the guest in need of disability seating. For more information, contact Disability Services at 912.344.2744 or at disability.services@armstrong.edu.

ARRIVAL TIME

College of Liberal Arts and College of Science and Technology graduates should arrive at the Armstrong Sports Center by 8:45 a.m. and be lined up by 9:15 a.m.

College of Health Professions and College of Education graduates should arrive at the Armstrong Sports Center by 12:15 p.m. and be lined up by 12:45 p.m.

PARKING

Parking will be available in Parking Lot 1 between the Student Union and Sports Center and in Parking Lot 3 by the Science Center. Signs will be posted and police officers will be directing visitors to the appropriate parking areas. Due to holiday shopping, traffic volume along Abercorn Street is very heavy this time of year. Visitors are encouraged to allow plenty of time to get to the Armstrong campus, park and get to the Sports Center in time for the ceremony to begin. Limited handicap parking will be available in Lot 1. State-issued handicap parking placard plate is required to park in those spaces. Be advised that those spaces fill up early.

GRADUATION MAP

Fall graduation will take place in the sports center, marked in red. Parking is available in lots P1 and P3, marked in red.

PARKING

Armstrong Sports Center by 12:15 p.m. and be lined up by 12:45 p.m.

GRADUATION FAIR

College of Liberal Arts and College of Science & Technology
• White Cards (Liberal Arts) — Line up on the right hallway outside the gym.
• Yellow Cards (Science & Technology) — Line up on the left hallway outside the gym.
• Blue Cards (Education) — Line up on the right hallway outside the gym.

College of Education and College of Health Professions
• Blue Cards (Education) — Line up on the right hallway outside the gym.
• Pink Cards (Health Professions) — Line up on the left hallway outside the gym.

The cards are numbered sequentially. Place yourself in the correct position by number. Example: 70-71-72. Sometimes graduates cannot make it to graduation; if this happens a number may be skipped: 244, 246. Be in the correct position in line 30 minutes before your ceremony begins. Staff and volunteers will assist you.

COMMENCEMENT PROGRAMS

A commencement program listing the names of all graduates will be placed in the candidates’ seats. Guests will receive a program as they enter the Sports Center.

DIPLOMAS/TRANSCRIPTS

Transcripts will be updated with degrees posted approximately 2 weeks after graduation. Diplomas will be mailed to the graduates at their current mailing address in SHIP. Please remember to update your mailing address to an address that will be valid 8 weeks after graduation. If your diploma is mailed to an incorrect address, you will be charged $25 to reorder your diploma.

GRADUATION DVD AND LIVE ON THE WEB

You can own the official DVD copy of your graduation ceremony. Additional information can be found at the Graduation DVD Booth at the Graduation Fair or from the Armstrong Bookstore website at bookstore.armstrong.edu. For families who are unable to attend graduation, both ceremonies will be broadcast live on the Armstrong website at armstrong.edu.

ADDITIONAL INFORMATION

For additional information regarding graduation, visit the graduation website at armstrong.edu/graduation.

PHOTOGRAPHERS

Photographers will be on hand to take formal cap and gown photos during the Graduation Fair and will also be present at the graduation ceremony. During the ceremony, your picture will be taken as you cross the stage and as you exit the stage. GradImages is the official photographer for commencement. Proofs will be sent to your home and via email within three to five days after graduation. Pictures can be ordered online, by phone or by mail. GradImages can be contacted at 800.261.2576 or via email at www.gradimages.com.

LINING-UP INSTRUCTIONS

You will receive a colored card at the Graduation Fair with your name at the top of the card and a number at the bottom left of the card. This will determine where you stand in line and will allow your name to be announced. Make sure you pick up your name card before you leave the graduation fair. Bring your name card to graduation. It is needed so that you can be in the correct place in line and so that your name will be announced at the commencement ceremony. You must bring your name card to the stage.

College of Liberal Arts and College of Science & Technology
• White Cards (Liberal Arts) — Line up on the right hallway outside the gym when facing the gym.
• Yellow Cards (Science & Technology) — Line up on the left hallway outside the gym when facing the gym.

College of Education and College of Health Professions
• Blue Cards (Education) — Line up on the right hallway outside the gym when facing the gym.
• Pink Cards (Health Professions) — Line up on the left hallway outside the gym when facing the gym.

You are required to wear your cap and gown when you arrive at the Graduation Fair and will also be present at the graduation ceremony.

ASSISTANCE FOR HANDICAPPED

Handicap/disabled seating is available for guests on a first-come, first available basis to accommodate those with wheelchairs, walkers, oxygen, visual and hearing impairments etc. This seating is located on the floor of the arena. One additional guest may accompany and sit with the guest in need of disability seating. For more information, contact Disability Services at 912.344.2744 or at disability.services@armstrong.edu.

Parking will be available in Parking Lot 1 between the Student Union and Sports Center and in Parking Lot 3 by the Science Center. Signs will be posted and police officers will be directing visitors to the appropriate parking areas. Due to holiday shopping, traffic volume along Abercorn Street is very heavy this time of year. Visitors are encouraged to allow plenty of time to get to the Armstrong campus, park and get to the Sports Center in time for the ceremony to begin. Limited handicap parking will be available in Lot 1. State-issued handicap parking placard plate is required to park in those spaces. Be advised that those spaces fill up early.