MAY 2015

GRADUATION GUIDE

VIRGINIA STATE UNIVERSITY

PETERSBURG, VIRGINIA 23806
APPROVED LIST OF STUDENTS FOR COMMENCEMENT

In order for your name to appear on the approved list, you must be academically cleared by the Registrar and the Department Chairperson. Senior grades and grade changes are due in the system by 9:00 A.M. Wednesday, April 22, 2015. Each Chairperson will have the approved list of students who are eligible to participate in the Commencement Exercise by 9:00 A.M., Friday, May 1, 2015.

COMMENCEMENT FINANCIAL REQUIREMENTS

IMPORTANT: The absolute deadline to clear account balances and student fees is April 24, 2015. This includes the $60 graduation fee, outstanding telephone account balances, parking fines, university loans and unpaid tuition and fee balances. If accounts are paid after this date, you will not be financially cleared to receive your diploma during the graduation ceremony. You will receive your diploma case with a letter from the Student Accounts Office advising you of your obligation. Your diploma will be mailed at a later date after graduation. Payment may be made by money order, cashier's check, certified check, Master Card or VISA payable to Virginia State University and mailed to the Cashiers Office, Virginia State University, Box 9125, Petersburg, VA 23806. All payments should include student's name and identification number.

Students who received Stafford Loans and Perkins Loans must complete mandatory exit interviews with the Office of Financial Aid and Office of Student Accounts. It is important that you are aware and understand the various repayment options available to you in managing your student loan debt. Specifically, the Exit Interview will cover the following items:

- A repayment plan that will fit your circumstances;
- Make repaying your loans as simple as possible;
- Review your rights and responsibilities as a Federal Direct Loan borrower; and
- Develop a workable budget for you new life out of school.

Federal Perkins Loan Exit Interviews will be done through Campus Partners, our Loan Servicer. If an exit interview is needed for a Federal Perkins Loan, you will receive notification from Campus Partners and VSU Collections Office, along with instructions on how to complete the exit.

If you were awarded a Federal Perkins Loan and do not receive notification or if you have any questions/concerns, please feel free to contact our office @ (804) 524-5339.

The Office of Student Financial Aid has a New Exit Interview Process:

- First, you will be required to complete the on-line Exit Counseling at www.studentloans.gov.
- In addition, you must attend an in-person Exit Counseling/Interview Session.
The in-person sessions will be conducted on:

**Date:** Monday, March 23, 2015 through Thursday, March 26, 2015  
**Time:** 9:00 A.M. to 2:00 P.M.  
**Location:** Foster Hall Room 200

**Date:** Saturday, March 28, 2015  
**Time:** 9:00 A.M. to 12 noon  
**Location:** Foster Hall Room 200

**Each session will start every hour on the hour**

**Exit Interviews**

The U. S. Department of Education requires that all recipients of a Federal Stafford and/or Perkins Loan attend an Exit Counseling Session regarding repayment of your student loans. Failure to complete the mandatory exit interviews will result in you not receiving a diploma. For more information, please contact:

**Student Accounts** at (804) 524-5503 or (804) 524-5506  
or call  
**Financial Aid** at (804) 524-5990 or 524-5338.

All Account Balances must be cleared by April 24, 2015.

If additional charges are assessed after April 24, 2015, it is still your responsibility to make sure these charges are paid in full. Failure to do so will result in your diploma and/or transcripts being held.

**Cap and Gown Fitting and Distribution**

Any student who wishes to participate in the Commencement Ceremony will be required to wear proper regalia. The degree you are earning from VSU will be represented by the academic gown, tassel, and hood.

NEW: Order online at [www.herffjones.com/VSU](http://www.herffjones.com/VSU) and the deadline is April 1, 2015. No orders will be accepted by mail, phone or fax. Announcement orders will be shipped directly to the address you specify. The delivery date for campus announcement orders is approximately 4 weeks. If you have any questions about online orders call 1-800-837-4235.
For those who forget to order online or decide to participate after the deadline, the VSU Bookstore will be ordering extra caps, gowns, and hoods in various sizes and degrees. These extras will be available beginning April 2, on a first-come, first-serve basis. Extras cannot be held for individuals and sizes are not guaranteed. A $25.00 non-refundable late fee will be charged in addition to the costs.

If an individual has purchased regalia and cannot take part in the ceremony, a refund will be issued minus a $10.00 processing fee. The VSU Bookstore must be notified 3 days before Commencement and the package has to remain unopened by the customer. After that time no refunds will be issued to the student.

2015 Cap and Gown Prices (prices before tax):

Associate Cap & Gown, VSU Tassel and Hood: $68.99

Bachelor Cap & Gown, VSU Tassel and Hood: $69.99

Master Cap & Gown, VSU Tassel and Hood: $76.00

Doctoral Cap & Gown, VSU Tassel and Hood: $91.00

Black VSU tassels (Bachelors & Masters), Gold VSU Tassels (Doctorate): $12.99


Online cap & gown shipping / handling (home delivery): $25.00

*Caps, Gowns, VSU Tassels and Academic Hoods are NOT SOLD separately.
Commencement Program

The appearance of a name on any list in the Commencement program must not be considered as conclusive evidence of graduation. The official transcript of the University, signed and sealed by its proper officers, is the official testimony of the possession of the degree.

Commencement Rehearsal

Participants must take part in rehearsal on Thursday, April 30, 2015, 10:00 A.M. - 12:00 P.M., in Daniel Gymnasium. Any candidate unable to attend rehearsal, but planning to participate in the ceremony, must report to their college marshal immediately upon arrival at Richmond Coliseum on Saturday, May 2nd at 8:00 A.M. to be placed correctly in the procession.

Honor Cords and cards will be available for pick up Friday, May 1st from 9:00 A.M. - 5:00 P.M. at the following locations:

- College of Graduate Studies: Virginia Hall, Room 203
- College of Agriculture: Owens Hall, Room 103
- RFL College of Business: Front Lobby of Singleton
- College of Education: Harris Hall, Room 131
- College of Engineering and Technology: Engineering Building, Room 315
- College of Humanities and Social Sciences: Harris Hall, Colson Auditorium
- College of Natural and Health Sciences: Hunter McDaniel, Room 149W

Commencement Luncheon

In celebration of this momentous occasion, the department of Academic Affairs will be hosting a luncheon in your honor immediately following rehearsal, Thursday, April 30th from 12:30 P.M. - 2:30 P.M. at the Gateway Dining and Events Center. An email will be sent to all graduates providing instructions to register in order to attend the luncheon.
Commencement Instructions

1. Each school will issue an academic clearance card to the candidate. This card will be used to call the candidate's name. Please preserve the card.

2. All candidates are required to wear caps and gowns.

3. Students in academic attire should wear auxiliary clothing that harmonizes with the black gown:
   - dresses of appropriate length
   - dark shoes
   - dress slacks
   - dress shirt
   - tie
   - no jeans

All students must wear professional (business) clothing such as dresses, skirts or slacks. **No jeans or tennis shoes may be worn.** Please wear low heeled or flat shoes for your safety and comfort.

Refrain from pinning or attaching anything to the cap or gown. Corsages, ribbons, scarves, shawls (Fraternities/Sororities/Ethnic), should not be worn with your cap or gown. Academic regalia should be worn without jewelry such as large earrings and bangles.

4. Caps are worn with tips in a horizontal position (not tilted), and tassels on the right side. Hoods are carried on the right arm while marching in the procession.

5. **Women** keep their caps on throughout the ceremony. **Men** remove their caps during the Opening; replace them thereafter; remove them again for the Closing, and replace them to remain through the end of the ceremony.

6. Candidates from each school will be presented by their Dean to the Provost/Vice President for Academic Affairs, who will then present them to the President. Immediately following the President's statement, conferring the degrees, the Chief Marshal indicates the hooding ceremony. Candidates will turn to the right to be hooded by the candidates on the left.

7. The President will deliver the charge to the class, followed by the National Alumni President leading the graduates in the Oath of Alliance.
8. After the Commencement ceremony, graduates will be led by the Marshals out of the Coliseum. PLEASE DO NOT LEAVE THE LINE OF MARCH UNTIL YOU ARE RELEASED BY THE MARSHAL.

9. No picture taking will be allowed where graduates, faculty, and special guests are seated. No balloons, noisemakers, floral bouquets or large gifts will be allowed in the Coliseum. Please ask your families to save these items for after the ceremony.

COMMENCEMENT CEREMONY

The ceremony will be held on Saturday, May 2, 2015 at the Richmond Coliseum with the procession beginning promptly at 9:30 A.M. The doors will open at 7:30 A.M. and close promptly at 9:15 A.M. Participants must assemble in the lower level of the Coliseum by 8:00 A.M.

***No tickets are needed for this event***

Graduation Honors

Candidates for the Bachelor's degree who have earned more than half of their academic credits at Virginia State University are recognized for academic achievement using the following standards:

**CUM LAUDE**

Awarded for a cumulative grade point average of 3.00 to 3.49.

**MAGNA CUM LAUDE**

Awarded for a cumulative grade point average of 3.50 to 3.79.

**SUMMA CUM LAUDE**

Awarded for a cumulative grade point average of 3.80 to 4.00.
Candidates for the Bachelor's degrees who have earned forty or more academic hours but less than half of their academic credits at Virginia State University are recognized for academic achievement using the following standard:

WITH DISTINCTION

Awarded for a cumulative grade point average of 3.20 or higher.

Honor Cords and cards will be available for pick up Friday, May 1st from 9:00 A.M. - 5:00 P.M. at the following locations:

- College of Graduate Studies: Virginia Hall, Room 203
- College of Agriculture: Owens Hall, Room 103
- RFL College of Business: Front Lobby of Singleton
- College of Education: Harris Hall, Room 131
- College of Engineering and Technology: Engineering Building, Room 315
- College of Humanities and Social Sciences: Harris Hall, Colson Auditorium
- College of Natural and Health Sciences: Hunter McDaniel, Room 149W
Visitor Information

Lodging

If you need information about lodging and dining accommodations, "The Complete Visitor's Guide" is available from the Richmond Metropolitan Convention and Visitors Bureau,

401 N. 3rd St.
Richmond, VA 23219.
Call (804) 782-2777 or (888) 742-4666, or visit www.visitrichmondva.com

Special Seating for Disabled

Special arrangements for disabled guests will be provided in the following locations in the Coliseum: Sections 24L, 26L, and 31L. Please enter the Coliseum at the 6th Street and 7th Street entrances to access these seating locations. Seating will be on a first come, first serve basis.

All diplomas will be mailed from the Registrar's Office after graduation. Please allow 2 – 4 weeks for receipt of your diploma.

Diploma Frames

Diploma frames designed and matted especially for VSU diplomas will be available through the VSU Campus Bookstore. For additional information visit the Bookstore or call (804) 524-5691.

Pictures/Videos

Picture taking is prohibited in front of the Commencement stage and is restricted to the Virginia State University photographer, the media and employee(s) of Orrie Gaines Photography. Orrie Gaines Photography is responsible for taking pictures as each candidate walks across the stage.

A DVD of the Commencement Ceremony will be available for purchase at a cost of $25.00 by money order, cashier’s check or certified check payable to WVST/Virginia State University. The order form is included in this guide. For more information please call Media Services at (804) 524-5381.

Contacts

If you have any questions regarding the Commencement Ceremony, please contact the Registrar’s Office at (804) 524-5275. For activities, please contact Student Activities at (804) 524-5645
May 2015 VSU Commencement Exercises
Purchase Order Form

Available through the Department of Media & Broadcast Services are the following products:

<table>
<thead>
<tr>
<th>Product</th>
<th>Unit Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commencement DVD</td>
<td>$25.00</td>
</tr>
<tr>
<td>2-Commencement DVDS</td>
<td>$50.00</td>
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To order your copy of Commencement 2015 make check payable and send to:

VSU-WVST 91.3 FM Radio
P.O. Box 9067
Petersburg, VA 23806
(Please DO NOT send cash)

Mail my purchase to:

Name: ____________________________
Address: ____________________________
City: ____________________________
State: ____________________________
Zip Code: ________________________
Phone: ____________________________

Please allow 3-4 weeks for delivery. You may contact us at (804)524-6725 to confirm receipt of payment.

Thank you for your order!