DECEMBER 2005

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 are due in the system by 9:00 a.m., Tuesday, December 13, 2005. Each Chairperson will have the approved list of students who are eligible to participate in the Commencement Exercise by 3:00 p.m., Thursday, December 15, 2005.

COMMENCEMENT FINANCIAL REQUIREMENTS

IMPORTANT: The absolute deadline to clear account balances and student fees is December 2, 2005. 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.

Perkins Loan recipients **must** complete mandatory exit interviews with the Office of Student Accounts during November 15 – November 18, 2005.

Students who received Stafford Loans **must** complete exit interviews with the Office of Financial Aid on November 17 and 18, 2005 in Foster Hall, room 200 from 9:00 A.M. – 3:00 P.M., and November 19, 2005 from 9:00 A.M. – 12 noon, every hour on the hour.

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 during the graduation ceremony. For more information, contact Student Accounts at (804) 524-5503 or 524-5506 or Financial Aid at (804) 524-5990 or 524-5338.

OTHER INFORMATION

CAPS & GOWNS:

Academic attire may be ordered from the University Bookstore on October 10 – 12, 2005 from 11:30 A.M. to 3:00 P.M. The deadline for online ordering is October 26, 2005. Orders will be distributed in the Bookstore December 5 – 7 from 11:30 A.M to 3:30 P.M.

Bachelor Outfit – $64.99 + tax Master Outfit – $71.99 + tax

HOURS FOR THE BOOKSTORE:	Friday, December 16:	9:00 A.M. - 5:00 P.M.
	Saturday, December 17:	8:00 A.M. - 1:00 P.M.

Personalized announcements, steins, diploma frames and other items are available. Please contact the University Bookstore at (804) 524-5691 for online ordering information and other deadlines.

COMMENCEMENT REHEARSAL

(Participants must report to Daniel Gymnasium)

Participants must take part in rehearsal on Friday morning, December 16, 2005, **8:00 - 10:00 A.M**. Any candidate unable to attend rehearsal, but planning to participate in the ceremony, must report to Daniel Gymnasium on Saturday, December 17, to be placed correctly in the procession.

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, no pants or jeans (women), and no jeans (men)**. 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 the 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.
8. The National Alumni President will lead the graduates in the Oath of Alliance.
9. After the Commencement ceremony, graduates will be led by the Marshals out of the gymnasium.

SENIOR PARTY AND COMMENCEMENT RECEPTION

The Senior Party will be held on Friday, December 9, 8:00 P.M. at a location to be announced later. **This party is for graduates only**. The Commencement Reception will be held immediately following the Graduation Ceremony on Saturday, in Colson Auditorium, Harris Hall. All graduates, their family and friends are invited to attend. There is a limit of ten (10) guests per graduate for the reception.

COMMENCEMENT CEREMONY

The ceremony will be held on Saturday, December 17, 2005, 10:00 A.M., in Daniel Gymnasium. Participants must assemble by 9:00 A.M. The procession starts at 9:45 A.M. Any candidate who will not attend the ceremony must notify Daphne Lee, in writing, by November 21, 2005, at Virginia State University, P. O. Box 9027 Petersburg VA 23806.

COMMENCEMENT PROGRAM

The appearance of a name on any list in the Commencement program must not be considered as conclusive evidence of graduation. Persons who have met all requirements for a particular degree and whose names appear on the lists in the program will receive the degree indicated. **The official transcript of the University, signed and sealed by its proper officers, is the official testimony of the possession of the degree.**

THE 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.

Students eligible for honors will be notified by their departments after 3:00 P.M., Thursday, December 15, 2005. **NOTE:** HONOR CORDS WILL BE DISTRIBUTED DURING COMMENCEMENT REHEARSAL ON FRIDAY, DECEMBER 16, 2005.

TRANSCRIPT REQUESTS

Transcripts will **not** be released if there is an outstanding account balance. The current fee is $2.00 for each undergraduate or graduate transcript. Please allow 5-10 working days for mailing and always indicate the following:

- Your name as a student and your social security number
- Your dates of attendance
- Whether you are requesting an undergraduate transcript, graduate transcript, or both.

One complimentary transcript will be given to you for your personal files after you are academically and financially cleared. This will be mailed to your address of record in February.

SPECIAL SEATING FOR DISABLED

Special arrangements for disabled guests will be provided, however, graduates must contact Mrs. Zelda Tucker-Dugger at (804) 524-5735 to register and secure passes. These passes will be given out on a first come, first serve basis and you must register to receive one. All requests must be received by November 28, 2005. **YOU MUST REGISTER TO RECEIVE THIS LIMITED PREFERENTIAL SERVICE**.

MAILING OF DIPLOMAS

If you cannot attend the Commencement Exercises, you may pick up your diploma in the Registrar's Office, Bldg C – Carter G. Woodson Avenue, during office hours anytime on or after Monday, January 23, 2006. The office hours are 8:00 A.M. to 5:00 P.M. Monday through Friday. Diplomas that are not picked up by February 6, 2006 will be mailed.

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 Candid Color (assigned to take pictures as each candidate walks across the stage).

A videotape of the Commencement Ceremony will be available for purchase at a cost of $30.00 by money order, cashier's check or certified check payable to WVST/Virginia State University. The order form is included in this guide.

CONTACT PERSON

If you have any questions regarding the Commencement Ceremony and/or activities, please contact Ms. Daphne Lee at (804) 524-6779.

2005 VSU
December Commencement Exercise
Purchase Order Form

Available through the Department of Media & Broadcast Services are the following 2005 Commencement Exercise products:

Pre-Order Video tape (VHS) (by 12/1)	**$25.00**
After Graduation Video Tape	**$30.00**
2-Commencement Video Tapes	**$40.00**

To order your copy of commencement 2005 make check payable and send to:

VSU-WVST 91.3 FM Radio

POB 9067
Petersburg, VA 23806
(Please DO NOT send cash)

Product	**Quantity**	**Unit Cost**	**Total**
Video tape	_____	_____	_____

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!