

GRADUATION NEWSLETTER

2006

APPLICATION FOR GRADUATION - If the courses you are taking differ **in any way** from the plan you submitted on your Application for Graduation, you must notify the Registrar's Office that you wish to change your plan for completing requirements. If you do not complete the approved plan of study on your application, you may not meet graduation requirements. **Be sure to clear any changes with the Registrar and be sure that we have corrected your application for graduation.** The phone number for the Registrar's Office is 260-359-4080.

PARTICIPATION IN CEREMONIES - Students must be present at Baccalaureate and at Commencement for the conferral of the degree unless exempted by special action of the Faculty. Students are excused from participation only in extreme circumstances. If you are not able to participate in graduation ceremonies you must submit a letter to Dr. Norris Friesen, Vice President and Dean of the University requesting permission to be graduated *in absentia*.

MAILINGS ABOUT GRADUATION - Mailings about graduation will be sent to your campus mailbox during the academic year. If you do not have a campus mailbox or do not regularly check your mailbox, please provide the Registrar's Office with an address to be used when sending materials related to graduation.

COMMENCEMENT BULLETIN - Your name, hometown, graduation date, degree and major(s) will appear on the commencement bulletin as they appear on your Application for Graduation. If you have any changes or corrections to this information please contact the Registrar's Office as soon as possible at 260-359-4080 so that we can make the appropriate changes before we print the commencement bulletin or order your diploma.

COMMENCEMENT EXERCISES for the class of 2006 will take place on Saturday, May 13 at 3:00 PM on front campus in front of Becker Hall. In case of bad weather, ceremonies will be held in the Merrillat Physical Education & Recreation Complex Fieldhouse. Ceremonies last

approximately two and one-half hours. No tickets are required. Your family and guests may attend and be seated on a first-come basis in the general seating area. If the ceremonies are held outside, guests may also bring lawn chairs and seat themselves within viewing distance of the platform. Commencement is a celebration of your achievement and of the traditions of higher education. Caps and gowns are worn by graduates and by the University Faculty for the ceremony. Huntington is one of only a handful of colleges and universities that still award diplomas printed on traditional sheepskin.

THE BACCALAUREATE SERVICE will be held on May 13 in the main auditorium in the Merrillat Centre for the Arts. Services begin at 10:30 AM and last for approximately one and one-half hours. The baccalaureate is the worship service held in honor of graduates. Caps and gowns are worn for this service that begins with a processional in which all University Faculty and graduates march.

Your family and friends are welcome to attend the baccalaureate service but seating is limited. Tickets will be distributed to each graduate. The auditorium doors will open at 10:00 AM. There will also be overflow seating for those without a ticket in the Longaker Recital Hall.

PRESERVING YOUR MEMORIES - You will want to have mementos to help you remember your special day. A complimentary 5X7 photograph will be taken of you receiving your diploma and will be sent to you by the photographer following graduation. A class photo will also be taken and may be purchased from the photographer for a nominal fee. Details on the time and location of the class photo will be available at the Graduation Fair.

The Communications Department will compile a graduation video and copies will be made available for you to purchase.

DRESS for baccalaureate and commencement ceremonies is formal. Women should wear dresses or skirts and dark shoes. Men should wear a light shirt and tie, black or dark trousers and dark shoes. No flowers or jewelry should be pinned to the gown.

CAPS AND GOWNS - All graduates are required to wear a cap and gown for commencement exercises and baccalaureate services. You may pick up your cap and gown during finals week (May 8-11). All caps and gowns **must** be picked up by 4:00 p.m. on Friday, May 12. The bookstore will NOT be open on Saturday for you to pick up your academic attire. You must contact the bookstore if someone will be picking up your cap and gown for you, either by mail or by calling extension 4070 or 260-356-8895.

You may order a cap and gown in your size if you attend the Graduation Fair (date to be announced). A selection of caps and gowns in a range of sizes will be available if you do not order a specific size.

Your cap, gown and tassel will be yours to keep. Graduates completing baccalaureate degrees wear black caps and gowns. Bachelor of Arts graduates wear white tassels and graduates in other programs wear colors traditionally associated with their disciplines. A list of tassel colors is available in the Registrar's Office (in case you wish to change your major to receive a more flattering shade).

Associate of Arts graduates wear light gray caps and gowns. The tassel color is drab.

STUDENT ACCOUNTS AND FINES must be paid in order to receive your diploma. Diplomas are not issued until **all** financial obligations are met.

ANNOUNCEMENTS - The bookstore has tentatively planned a Graduation Fair in February or March of 2006. You will be able to order announcements at that time. Details in regard to the Graduation Fair will be provided to you closer to that time.

GRADUATION MEETING - There will be a meeting for all 2006 graduates on Wednesday, May 3, at 4:00 in the MCA Auditorium. The meeting will last approximately one hour and will cover important information about graduation. If

you cannot attend the meeting you should contact the Registrar's Office at 260-359-4011 prior to the meeting to make arrangements to get your information.

GRADUATION REHEARSAL - A rehearsal for Baccalaureate and Commencement will be held at 4:00 PM on Thursday, May 11 in the MCA Auditorium. It is important that you attend if at all possible so that you know what to expect at the ceremonies. You will be able to relax and enjoy the day much more if you know what is expected and where you need to be.

CREDENTIAL FILES are maintained by the Career Development Office as a service for alumni. If you have started a credential file in the Career Development Office, please be sure that it is complete before you begin your job search. A fee of \$15.00 will activate your file and provide five mailings of your credentials. The Career Development Office will send an audit of your file to you (in the fall for January graduates and in the spring for May graduates) so that you can review its contents. A credential file can be a great benefit when you start to look for a job. The Career Development Office will send your references to employers in a professional portfolio. If you have not opened a credential file or have questions about your file or other career services, contact Martha Smith at 260-359-4040 or Tana Fortney at 260-359-4027.

OFFICIAL TRANSCRIPTS are provided for alumni at no charge. Transcript requests should be directed to the Office of the Registrar and must be signed by the student in compliance with Federal law. Requests may be mailed to the Registrar's Office, Huntington University, 2303 College Avenue, Huntington, IN 46750 or may be faxed to us at 260-359-4086.

Requests must include your name (current and the name when in attendance, if applicable), the address or fax number to which the transcript is to be sent, your current address and daytime telephone number and your signature.

Transcripts are not issued for students who have unpaid financial obligations. If you have questions about obtaining your academic transcript, please contact the Registrar's Office at 260-359-4011.