

FLORIDA SOUTHERN COLLEGE
COMMENCEMENT HANDBOOK
2008 – 2009

WINTER COMMENCEMENT

One Commencement on Saturday, December 13, 2008

Evening, Graduate, Orlando/Ocala Programs
Lakeland Day Students
Branscomb Auditorium – 10:30 a.m.
(Graduates assemble in caps & gowns at Annie Pfeiffer Chapel at 9:45 a.m.)

SPRING COMMENCEMENT

Two Commencements on Saturday, May 2, 2009

Commencement I

Evening, Graduate & Orlando/Ocala Programs
Branscomb Auditorium – 10:30 a.m.
(Graduates assemble in caps & gowns at Annie Pfeiffer Chapel at 9:45 a.m.)

Commencement II

Lakeland Day Students
Jenkins Field House – 1:30 p.m.
(Graduates assemble in caps & gowns at Annie Pfeiffer Chapel at 12:45 p.m.)

Campus Map

<http://www.flsouthern.edu/map/index.htm>

Office Phone Numbers

Academic Affairs Office	680-4124
Student Development Office	680-4209
Registrar's Office	680-4127
Bookstore	680-4186

*Inaugural
2008-2009*

*Salute to Seniors
Graduation Celebration*

*Join your fellow grads at the
FSC BOOKSTORE*

MUSIC, FOOD, FUN

*WINTER 2008 GRADUATES
Oct. 29 & 30 - 10 a.m. - 3 p.m.*

*SPRING 2009 GRADUATES
Feb. 19 & 20 - 10 a.m. - 3 p.m.*

*Sponsored by
Office for Student Development
and the FSC Bookstore
Questions? Call 680-4186*

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WINTER COMMENCEMENT SCHEDULE

Saturday, December 13, 2008

- 9:45 a.m.** Graduates assemble in caps and gowns
Annie Pfeiffer Chapel
- 10:15 a.m.** Graduate Processional to
Branscomb Auditorium
- 10:30 a.m.** Commencement begins for
**Evening, Graduate, Orlando/Ocala Programs
Lakeland Day Students**
Branscomb Auditorium

Spring Baccalaureate

Friday, May 1, 2009 – 7 p.m.

Annie Pfeiffer Chapel

(Attendance is encouraged, but not mandatory)

SPRING COMMENCEMENT SCHEDULE

Two Commencements

Saturday, May 2, 2009

Commencement I

- 9:45 a.m.** **Evening, Graduate and Orlando/Ocala Programs**
Graduates assemble in caps and gowns
Annie Pfeiffer Chapel
- 10:15 a.m.** Graduate Processional to
Branscomb Auditorium begins
- 10:30 a.m.** Commencement I begins for
Evening, Graduate and Orlando/Ocala Programs
Branscomb Auditorium

Saturday, May 2, 2009

Commencement II

- Noon Jenkins Field House opens for seating
- 12:45 p.m.** **Lakeland Day Graduates**
Graduates assemble in caps and gowns
Annie Pfeiffer Chapel
- 1:15 p.m.** Graduate Processional to
Jenkins Field House begins
- 1:30 p.m.** Commencement II begins for
Lakeland Day Graduates
Jenkins Field House

BACCALAUREATE

Baccalaureate is a chapel service for graduates and guests. **There is no Winter Baccalaureate.** Spring Baccalaureate is held in Annie Pfeiffer Chapel the night before spring graduation. All graduates and their guests are encouraged to attend. Graduates sit with their families/guests and do not wear caps and gowns. **Attendance at Baccalaureate is not mandatory.**

COMMENCEMENT CEREMONY

All graduating seniors are expected to attend commencement. There is one Winter commencement for all winter graduates at 10:30 a.m. on Dec. 13, 2008. There are two Spring Commencements on May 2, 2009 at 10:30 a.m. and 1:30 p.m. The Spring morning commencement is for Evening, Graduate and Orlando/Ocala program students; the Spring afternoon commencement is for Lakeland Day students. **Graduates should arrive in caps and gowns at the Annie Pfeiffer Chapel 45 minutes prior to the ceremony. There is no rehearsal.**

Faculty Marshals: These designated faculty members provide the graduates with instruction and guidance for their participation in the ceremony. Graduates receive name cards for use by the announcer during the ceremony.

The Processional: Graduates remain standing for the entire processional, the invocation, and the national anthem. Men remove their caps during the invocation and anthem and then replace them. Women leave their caps on throughout the ceremony. Bachelor's degree candidates wear their tassels over their right temples. Graduates are seated as a group when the anthem is completed.

Presentation of Degrees: Graduates rise in a group to be presented for their degrees. The faculty marshals direct the movement to the platform. When graduates advance toward the stage, the announcer reads their names. Graduates walk across the platform to receive their diplomas from the president of the college.

The Recessional: Graduates rise for the alma mater. Women leave their caps on, but men remove theirs for the alma mater and benediction. At the conclusion of the ceremony, faculty marshals direct each row to join the recessional. Platform occupants recess first; then, the faculty members. Finally, the graduates exit, beginning with the front rows. Graduates are asked to meet their family/guests at a pre-determined location outside the building.

Academic Honors: Academic honors noted in the commencement program are based on final cumulative averages and are explained in the academic catalog on page 26.

Honor Cords: Honor cords representing specific honor societies are given to graduates by a representative of that organization. They are not included with your graduation fee. Each organization is responsible for ordering the cords through the campus bookstore. Only authorized and registered honor societies may wear honor cords. **Only *academic cords, international stoles and academic medallions are allowed.***

Dress Code for Graduates: Men are asked to wear dark trousers, dark shoes and neckties. Women are asked to wear dark skirts or dresses, and dark shoes. Men are not required to wear suit coats under their robes.

Photography at Commencement: Professional photographers from Bob Knight Photo will record each graduate receiving his or her degree. Proofs are provided to the graduate, usually by e-mail, shortly after commencement, and several opportunities are provided for purchase. For more information, call 800-261-2576.

During the ceremony, guests are permitted to take photographs from their seats and the aisles to each side of the graduates. They are not permitted access to the stage at any time and must keep the aisles open for graduates walking to and from the platform. Following the ceremony, guests are welcome to use the platform and surrounding area as a backdrop for photos.

Tickets: Tickets are not required for any commencement ceremony. Seating is on a first-come, first-served basis. Graduates are asked to limit the number of guests to six, if at all possible.

Reserved Seating: For the Spring afternoon commencement, the Office for Student Development will send a letter to the family of graduating seniors with regard to reserved seating for guests who have difficulty climbing stairs or who are in wheelchairs.

Graduates with Physical Disabilities: Graduating seniors with physical disabilities should contact the Office of Academic Affairs at 863-680-4124 as soon as possible so proper accommodations may be made.

Parking: Parking for any event is on a first-come, first-served basis in any parking lot on campus. Handicap parking is available. Please contact the Office for Student Development to receive a parking pass for handicap parking.

Length of Ceremony: The entire commencement ceremony is usually less than two hours, depending upon the number of graduates and the length of the speeches.

ROTC COMMISSIONING CEREMONY & MILITARY BALL

December 12, 2008 10:00 a.m.	Winter commissioning ceremony <i>Annie Pfeiffer Chapel</i>
April 24, 2009 5:30 p.m.	Military Ball <i>TBA</i>
May 1, 2009 10:00 a.m.	Spring commissioning ceremony <i>Annie Pfeiffer Chapel</i>

GRADUATION REQUIREMENTS

Grad Check: Students planning to graduate should complete a **Graduation Check** with the Registrar's office to be sure they meet all the academic requirements for graduation. **This should be done at the beginning of the semester prior to the student's anticipated graduation.** An appointment with the Registrar's office is required to complete a grad check. There is no charge for a grad check.

Application for Graduation: Students planning to graduate must complete an **Application for Graduation form with the Registrar's office the semester prior to the time they think they may graduate.**

Application for Winter 2008 – should be received by May 1, 2008
Application for Spring 2009 – should be received by December 15, 2008

When this application is processed and a graduation check is completed, the graduate's name is placed on the graduation list and will receive all communications regarding commencement. This application gives graduates the opportunity to state how they want their name to read on their diploma. **The Graduation Fee is \$60.00.** (See page 17 of the 2008-2009 Academic Catalog.) This fee covers academic costs associated with commencement,

including preparation of diplomas. **This fee does not cover purchase of caps and gowns. These are purchased directly from the bookstore.**

(See below for order dates for caps and gowns.)

Convocation: Students in the Lakeland day program are required to attend all convocations for each semester they are enrolled at FSC as a full-time undergraduate student, except for the semester of their graduation. A graduate not meeting this requirement is allowed to participate in commencement exercises but is not allowed access to transcripts until all convocation absences are satisfied. Any student who does not attend convocation or the convocation encore the following week, will have a fine of \$100 automatically assessed to their student account. **Questions about convocation status should be addressed to convo@flsouthern.edu or 863-680-4206.**

Student Accounts & Library Books: A graduate should check with the business office and library to make sure all bills are paid and books returned. A graduate who owes money may be allowed to participate in commencement exercises but will not receive their diploma or transcripts until all accounts are paid.

Graduate Survey

Graduates are expected to complete a graduation survey to confirm their major, address, campus activities, and future plans. These surveys can be completed during the **Salute to Seniors Graduation Celebration**. (See page 2 for dates and times.) Other opportunities to complete these surveys will be provided.

ORDER CAPS & GOWNS, ANNOUNCEMENTS & CLASS RINGS

Caps and gowns are required for commencement and are purchased through the campus bookstore. Graduation announcements and class rings also may be ordered at that time. Payment is made when your order is placed.

The dates for ordering these items are as follows:

Winter Commencement 2008

Lakeland Bookstore	October 29, 10 a.m. – 3 p.m.
Orlando Campus	October 29, 5-7p.m.
Lakeland Bookstore	October 30, noon – 7 p.m.

Spring Commencement 2009

Lakeland Bookstore	February 19, 10 a.m.- 3 p.m.
Orlando Campus	February 19, 5 p.m. – 7 p.m.
Lakeland Bookstore	February 20, noon – 7 p.m.

Information about delivery and/or pick up times for purchases is provided by the bookstore. For questions, please call the bookstore at 863-680-4186.

Herff Jones, the provider of these products, also sends an information packet with purchase details to each graduate's permanent address.

CAMPUS BOOKSTORE

For the convenience of our graduates and their families and guests, the campus bookstore will be open on graduation day as follows:

Winter Commencement	9 a.m. to 2 p.m.
Spring Commencement	9 a.m. to 2 p.m.

The bookstore will have a table set up at each commencement featuring regalia and FSC merchandise. Shop online for a complete selection of gifts at:
<http://flsouthern.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=43553&catalogId=10001&langId=-1>

The bookstore is open during the week, Monday through Friday, 8 a.m. – 5 p.m. It features FSC apparel and many items suitable for commencement gift giving.

CAREER ASSISTANCE

Register online with the Career Center to view online job listings for college graduates. Students may upload their resumes to the website so employers can contact them directly about job opportunities. Visit the Career Center website at <http://www.flsouthern.edu/career/> to register. The Career Center provides assistance with resumes, cover letters and interview strategies.

ANNOUNCEMENT TO HOMETOWN NEWSPAPER

Graduation information is sent to the hometown newspaper if permission was given on the student information sheet signed upon admission to Florida Southern College. A general release providing a list of graduates, by state, is made available to newspapers.

CAMPUS E-MAIL AND CAMPUS MAILBOX

E-mail Address: Campus e-mail addresses are discontinued approximately one month after graduation. However, access to on-line student and alumni information is ongoing via *FSC Connect*, a secure website for alumni to search

the alumni e-mail directory, update personal information, or give a gift online. To request a user ID and password for *FSC Connect*, e-mail alumniweb@flsouthern.edu. Please include your name, graduation year, current address, phone number, and e-mail address.

Campus Mailbox: All students with a campus mailbox should turn in their mailbox keys to the campus post office before graduation. If a key is lost, a fee will be charged to the student's account. When turning in the key, the graduate will complete a form providing a forwarding address. As soon as the mailbox key is returned and the forwarding address is available, the campus post office will begin forwarding mail.

ALUMNI SERVICES FOR GRADUATES

Some alumni services and benefits will be available to you after graduation via our website and *FSC Connect*. Visit www.flsouthern.edu/alumni where you can update your contact information, search our alumni e-mail directory, view alumni event schedules and photos, read alumni profiles, and receive email campus updates.

Other alumni perks include receiving the *Southernnews* alumni magazine, on-campus benefits and discounts, Career Center services, annual reunion events, and medical and life insurance. Feel free to call the alumni office at 863-680-4110 or e-mail alumni@flsouthern.edu for any questions or alumni needs.

HOTELS

Special room rates are available at some area hotels. You must identify yourself as part of the Florida Southern College commencement events to receive these special rates if they are offered.

Choices may include:

Courtyard by Marriott	863-802-9000
Holiday Inn South	863-646-5731
Hyatt Place	863-413-1122
Imperial Swan Hotel and Suites	863-647-3000
Residence Inn by Marriott	863-680-2323
Terrace Hotel	863-688-0800