

HARRIS-STOWE STATE UNIVERSITY

INFORMATIONAL BULLETIN FOR ALL GRADUATING SENIORS

FROM THE OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS
AND THE OFFICE OF THE REGISTRAR

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Vice President for Academic Affairs

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Congratulations on reaching an important milestone in your educational career at Harris-Stowe State University! Below you will find a brief overview prepared by the Office of the Vice President for Academic Affairs and by the Office of the Registrar regarding Commencement.

ON THE MATTER OF ACADEMIC REGALIA

Academic Regalia (caps, gowns, and stoles) will be issued to those graduating seniors who have completed and submitted the Cap and Gown Order Form through Jostens by the deadline and may be picked up at the University's Bookstore. Academic Regalia is Approval to receive Academic Regalia for 2016 Summer/Fall Graduates has been filed with the University's Bookstore. Approval to receive Academic Regalia for 2017 Spring Graduates has been filed with the University's Bookstore *pending completion of all degree program and institutional requirements*. Graduates are responsible for the care of academic regalia—**ROBES SHOULD BE DRY CLEANED/IRON PRESSED** before use in the ceremony.

DRESS ATTIRE: Casual wear, jeans, boots, tennis shoes and purses must not be worn with academic regalia. Protocol dictates that graduates wear dark colored shoes (black/dark blue). Males are required to wear a white/light colored shirt *and* tie. **Inappropriate attire is not allowed for the processional.**

Graduates must present "current" identification (HSSU I.D. or driver's license) to obtain academic regalia. To ensure proper fitting, academic regalia will be issued only to graduates. It is imperative that every effort is made to report in person.

Graduating seniors ***may keep*** the **CAP, GOWN, STOLE, and TASSEL**. The accompanying "signet" should reflect the actual year the degree was conferred. The signet for graduates conferred for Summer (August 2016) or Fall (December 2016), should have a "2016" signet. Graduates who will be conferred in Spring (May 2017), should have a "2017" signet.

Academic Regalia may be picked up from the University Bookstore, Gillespie Residence Hall, Room 105 on the scheduled date(s)/time(s):

Monday-Thursday	May 1- May 4, 2017	8:30 a.m. - 5:30 p.m.
Friday	May 6, 2017	9:00am-3:00pm
Monday-Thursday	May 8- May 11, 2017	8:30 a.m. - 5:30 p.m.
Friday	May 12, 2017*	8:30am-3:00pm

*Academic Regalia must be picked up by Friday, May 12, 2017.

ON THE MATTER OF ACADEMIC HONOR CORDS

Graduating seniors, whose cumulative resident grade point averages are at the levels cited below, who have completed at least 60 semester hours in residence at Harris-Stowe and met the residency requirements for degree conferral and who have met all other academic and non-academic degree requirements are graduated from Harris-Stowe State University with the following Latin Honors:

Resident CGPA of 3.25 to 3.49	-	CUM LAUDE	- Powder Blue Honor Cord
Resident CGPA of 3.50 to 3.74	-	MAGNA CUM LAUDE	- Gold Honor Cord
Resident CGPA of 3.75 or above	-	SUMMA CUM LAUDE	- Red Honor Cord

Academic Honor Cords and Alpha Chi Stoles may be picked up from the Office of the Registrar, Henry Givens Administration Building, Room 007:

Monday-Friday	May 1- May 12, 2017	9:00 a.m. - 4:00 p.m.
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Graduating seniors who were inducted into the Missouri Zeta Chapter of ALPHA CHI National Honor Scholarship Society, may obtain ALPHA CHI Stoles in the Office of the Registrar. All other organizational cords are distributed by the specific Sponsors (i.e., KAPPA DELTA PI, SIGMA TAU DELTA, MU EPSILON). Graduating seniors who were inducted into these Societies, should contact the appropriate Sponsor(s).

ON THE MATTER OF REHEARSAL

All graduating seniors are expected to participate in the rehearsal on Friday, May 12, 2017 at 2:00pm. The rehearsal will be held at the HSSU Emerson Performance Center. Please attend for information and instructions for the ceremony. Seating Instructions will be provided at rehearsal.

ON THE MATTER OF CLASS PICTURES

On Saturday, May 13, 2017 at 9:15a.m., graduating seniors will assemble in front of the University to take a group picture dressed in full academic attire.

ON THE MATTER OF COMMENCEMENT CONVOCATION

The Commencement Convocation will be held at 10:00 a.m. on Saturday, May 13, 2017 at Emerson Performance Center. **Graduating seniors are expected to be in full academic regalia and check-in by 9:00am on Saturday, May 13, 2017.** Graduating seniors must be confirmed to participate. All graduates must check-in to receive a name card for robing.

A name card is required for each graduating senior to be called at the ceremony.

All confirmed graduates will assemble at the Henry Givens Administration Building, Annex, Room 005, for check-in, robing, and line-up for the processional. Harris-Stowe State University personnel will be on hand to assist graduates with attire. Graduates are asked not to leave personal effects in the HGA Annex (i.e. purses, coats, cameras, etc.) as the location will be unattended after graduates exit the building. Graduates are also asked to properly remove and discard all plastic garment bags, pins, hangers, etc. before leaving the Annex. In the event of rain, graduates will assemble in the back hall of the Emerson Performance Center.

Purses, coats, cameras, etc. are not allowed in the processional and may not be carried by graduates when processing into the Emerson Performance Center.

Please be on time for check-in and robing, the processional will begin promptly following the Class Picture.

ON THE MATTER OF COMMENCEMENT TICKETS

All Seating, including children aged 3 and over, in the Emerson Performance Center Gymnasium will require a ticket. Seating will be available on a first-come, first-served basis.

Each graduate will receive EIGHT tickets. The doors will open at 9:00 a.m. No re-entry will be permitted for guests that leave the building. There will be a designated area available for disabled family members in need of assistance on a first-come, first-served basis.

Commencement tickets may be picked up in the Office of the Registrar, Henry Givens Administration Building, Room 007:

Monday-Thursday	May 1- May 12, 2017	9:00 a.m. - 4:00 p.m.
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BEST WISHES!!!!