

To: Graduates
From: Registrar's Office
Date: April 8, 2010
RE: Information for Baccalaureate and Commencement Ceremonies

This memo pertains to graduation requirements, plans and procedures. Please keep it for reference.

1. **ATTENDANCE AT GRADUATION** is expected for any student who completes requirements during the Fall, Winter, Spring, or Summer term of 2009-2010 or Fall term of the 2010-2011 academic year. There is only one graduation ceremony per year. Please submit a written request (including reasons) to the Registrar's Office for permission to graduate in absentia no later than **April 29th**.
2. **COMPLETION OF COURSES AND REQUIREMENTS:** In order to receive a diploma, all course work and other requirements, except those to be finished through summer courses and fall term 2010-2011 must be **successfully completed** before the ceremony. Final official transcripts (high school or other colleges) must be received before a diploma can be mailed. All students that participate in the graduation ceremony receive their diploma cover only. All diplomas will be mailed by certified mail the end of June. Please make sure to notify the Registrar's Office if your permanent mailing address has changed.
3. **FINANCIAL OBLIGATIONS** to the college must be met before candidacy for a degree is complete. **Students with outstanding bills** at the time of graduation **CANNOT participate in the commencement ceremonies** and do not receive their diplomas. **Summer school graduates** must have one third of their summer tuition paid by **April 30th**.
4. **EXIT INTERVIEWS FOR FINANCIAL AID** will be held on **MONDAY APRIL 19th AND TUESDAY APRIL 20th**, in the Stark Student Center. Students that have received a McElroy, Federal Perkins or Federal Stafford loan while attending Briar Cliff University are required to attend. Financial Aid staff will be available both days. **PARTICIPATION IN COMMENCEMENT EXERCISES AND THE RELEASE OF YOUR DIPLOMA AND TRANSCRIPTS WILL NOT BE AUTHORIZED UNTIL YOU HAVE COMPLIED WITH THIS FEDERAL REGULATION.** Information regarding this requirement will be mailed to you directly from the financial aid office.
5. **CAPS AND GOWNS** may be picked up at the Campus Bookstore beginning on **May 3rd**. Announcements also are available at the Campus Bookstore. The first 10 announcements are free. Additional announcements may be purchased for 40¢ each. The Bookstore hours are Monday-Thursday 8:00 a.m. - 6:00 p.m.; Friday 8:00 a.m.-4:00 p.m.
6. **GRADUATE LUNCHEON:** Briar Cliff is hosting a special luncheon for all graduating seniors, faculty, administrators and staff at **Noon on May 14**. The luncheon will be held on campus in the St. Francis Center. It will be a great time to celebrate the achievements

of our graduates. The graduate luncheon is free for all graduates!! If you plan to attend the luncheon, it is **important** to notify Jessica Murano at 712-279-1705 or e-mail jessica.murano@briarcliff.edu by **April 26th** at the latest. **Additionally, Jessica needs a photo of you and a brief comment about what your plans are following graduation for the Graduation Slideshow.** This information should be emailed to her no later than April 30, 2010. If you have any questions about what is needed, please contact Jessica.

7. **GRADUATION REHEARSAL: will be held Friday, May 14th following the Graduate Luncheon at approximately 1:00 p.m. in the St. Francis Center.**
8. **THE CEREMONIES: the BACCALAUREATE** service will be held at Cathedral of the Epiphany, 10th and Douglas at **6:00 p.m. on Friday, May 14, 2010.** Students should meet at 5:30 p.m. with academic regalia (**gowns only, no caps or hoods**) in the Parish Center (lower level of the church, entrance on 10th Street). Your hoods will not be worn for Baccalaureate. People will be available to help with the line-up. You may want to bring safety pins/hair pins. Please make arrangements for someone to **hold your purse or other valuables you may have.** The number of guests allowed for each graduate is not limited.
9. **COMMENCEMENT** will be held at the Orpheum Theatre. **Students should meet in the Green Room at 9:15 a.m. on Saturday, May 15, 2010, with academic regalia (caps, gowns and hoods).** People will be available to help you put on your regalia properly. It is imperative that all students be there at 9:15 a.m. to insure that you are properly robed and ready to march at 9:45 a.m. The ceremony begins at 10:00 a.m. Again you may want to bring safety pins/hair pins and make arrangements for someone to **hold your purse or other valuables you may have.** The Green Room is not equipped to store valuables. The number of guests allowed for each graduate is not limited.
10. **GRADUATION PICTURES** will be taken by Jolesch Photography during the commencement ceremony. You may pre-register for pictures at the Jolesch Photography web site at www.jolesch.com . **Please refer to the enclosed flyer from Jolesch Photography.** Jolesch will also be videotaping the ceremony for those interested in purchasing a video of the commencement.
11. Access to the ceremony for distance friends and relatives not able to attend is possible. On the BCU homepage, www.briarcliff.edu , under **Upcoming Events**, there will be an announcement stating **LIVE Commencement Stream...click here for more details.** Once you click on the link, you be asked to click on a second link to launch the stream and view the ceremony.
12. Immediately following commencement an informal reception will be held outside the Orpheum Theatre on Pierce Street. Graduates march from the theatre onto Pierce Street at the end of the commencement ceremony. Graduates should make plans to meet family and friends at a designated site on the street following the ceremony. (Examples of meeting places would be: the Wilbur Aalfs Library, under the skywalk, the Francis Building entrance, or the US Bank building.)

Best wishes for successful completion of your graduation requirements! Please contact the Registrar's Office (712-279-5447) if you have any questions or need any additional information.