

**COMMENCEMENT INSTRUCTIONS**  
**College of Education**  
**College of Nursing**

- **CLEARANCE FOR GRADUATION**

All college *financial obligations* including degree fee (\$20.00), library account and traffic fines should be cleared prior to graduation. Those having National Defense Loans or National Direct Loans must see the Financial Aid Officer in the Financial Aid Office for an exit interview to make arrangements for repaying. Those having Logan-Walker loans must see the Loan Collection Officer in the Bursar's Office for an exit interview to make arrangements for loan repayment.

- **COMMENCEMENT ACTIVITIES** *Please note: This is a change from the previously published date and time!*

**FRIDAY, December 13, 2002**  
**10:00 AM**

**Graduation Rehearsal** – Pete Mathews Coliseum  
**Candidates For Graduation from the College of Education and the College of Nursing** - You must be present at the rehearsal to participate in the graduation ceremony. Graduating students not present at the 10:00 AM rehearsal will have their diplomas removed from the stage. Complimentary refreshments will be available after rehearsal.

**SATURDAY, December 14, 2002**  
**9:45 AM**

All candidates for graduation assemble and go directly to an assigned seat in the coliseum. Seats will be assigned at the 10:00 AM rehearsal on Friday.

**10:00 AM**

**Commencement begins.**  
Graduates are seated - Faculty Processional ONLY.

- **REHEARSAL**

Candidates for degrees must assemble at 10:00 AM, Friday, December 13, 2002 for rehearsal and orientation. **ATTENDANCE AT REHEARSAL IS MANDATORY!** Meet in Pete Mathews Coliseum. All candidates for graduation are expected to be present. Only one rehearsal will be held for the college of your major.

- **ATTENDANCE AT COMMENCEMENT**

All who are eligible for Bachelor, Master, or Educational Specialist degrees are expected to appear in academic apparel at commencement.

**CANDIDATES NOT WISHING TO PARTICIPATE IN THE COMMENCEMENT EXERCISE SHOULD NOTIFY THE OFFICE OF THE REGISTRAR AS SOON AS POSSIBLE, BUT NO LATER THAN**

**NOVEMBER 29, 2002**, to request the degree be awarded in absentia. Those candidates not participating in the commencement exercise will have their diploma mailed (when all financial obligations are clear), upon instruction from the graduate.

- **OBTAINING CAPS, GOWNS, AND INVITATIONS**

*The JSU Campus Bookstore is the authorized distributor for caps, gowns, and announcements. Caps and gowns will be available for purchase at the JSU Campus Bookstore between November 18 and December 13, 2002 during regular business hours, 8:30 AM until 4:30 PM, Monday through Friday. The cost of the Bachelor's apparel is \$30.35 including tax. The cost of the Master's apparel, which includes the hood, is \$62.86 including tax. The Master's hoods alone are available for \$29.27 including tax. Announcements are now available for purchase.*

- **HONOR GRADUATES**

Undergraduate students graduating with the Latin honors cum laude, magna cum laude, and summa cum laude will receive their honor cords at the 10:00 AM rehearsal on December 13, 2002 . Students receiving special honors within their major do not receive honor cords. Eligibility for honors will be determined at the conclusion of the degree program, therefore honors published in the commencement program do not include the last semester of enrollment.

- **ACADEMIC COSTUME AND PROCEDURES**

- A. Women wear caps through the ceremony without exception.
- B. Men remove caps during invocation and benediction.
- C. Each candidate for the Bachelors degrees should wear the tassel of the cap on the right side. When the degrees have been conferred to the group collectively, the tassel is changed from the right to the left side. The group should attempt to switch the tassels in unison.
- D. Candidates for the Masters and Educational Specialist degrees wear the tassel on the left and leave it in that position, indicating that a previous degree was earned.
- E. Candidates for the Masters and Educational Specialist degrees will wear full academic costume, including the hood.

- **PHOTOGRAPHS AND VIDEOS**

A professional photographer, not associated with the university, has been given permission to photograph each graduate receiving his/her diploma. The photographer will mail a proof to you shortly after commencement outlining cost, delivery time, etc. All interactions regarding the photographs will be directly between the photographer and the graduate.

A professional video service, not associated with the university, has been given permission to tape the exercise. Information on ordering videotapes will be available at the rehearsal.

*PLEASE NOTE:* Considerable confusion occurs when spectators attempt to photograph graduates in the stage area. This hinders the professional photographer/videographer's attempt to capture all graduates. You are strongly encouraged to refrain from approaching the stage area for photographs or video taping. President Meehan, as well as the other platform members, will remain after the ceremony if you would like the receiving of your diploma recreated for photographic purposes. Please return to the stage area immediately after the ceremony should you or your family desire photographs.

- **DIPLOMA PLAQUES**

For information and charges for an official JSU custom diploma plaque, call the office of Alumni Affairs at (256) 782-5404.

- **SPECIAL NEEDS**

***If you or a family member request special needs at commencement, please contact the Registrar's Office, at 1-800-231-5291 or 256-782-5400 by November 29, 2002. These arrangements need to be made in advance in order to provide proper seating!***

- **TELEVISED CEREMONY**

The graduation ceremony will be televised live on WJXS-TV24. The following is a list of cable companies who carry TV24: Cable One (Anniston, Oxford, and Jacksonville), Charter Cable (Piedmont), Charter (Centre), Leesburg Cable, Torrence Cable (Weiss Lake), Collinsville Cable, Torrence Cable (Buchanan, GA) AT&T (Sylacauga).

**COMMENCEMENT INSTRUCTIONS**  
**College of Arts and Sciences**  
**College of Commerce and Business Administration**

- **CLEARANCE FOR GRADUATION**

All college *financial obligations* including degree fee (\$20.00), library account and traffic fines should be cleared prior to graduation. Those having National Defense Loans or National Direct Loans must see the Financial Aid Officer in the Financial Aid Office for an exit interview to make arrangements for repaying. Those having Logan-Walker loans must see the Loan Collection Officer in the Bursar's Office for an exit interview to make arrangements for loan repayment.

- **COMMENCEMENT ACTIVITIES** *Please note: This is a change from the previously published date and time!*

**FRIDAY, December 13, 2002**  
**2:00 PM**

**Graduation Rehearsal** – Pete Mathews Coliseum  
**Candidates For Graduation from the College of Arts and Sciences and the College of Commerce and Business Administration** - You must be present at the rehearsal to participate in the graduation ceremony. Graduating students not present at the 2:00 PM rehearsal will have their diplomas removed from the stage. Complimentary refreshments will be available after rehearsal.

**SATURDAY, December 14, 2002**  
**1:45 PM**

All candidates for graduation assemble and go directly to an assigned seat in the coliseum. Seats will be assigned at the 2:00 PM rehearsal on Friday.

**2:00 PM**

**Commencement begins.**  
Graduates are seated - Faculty Processional ONLY.

- **REHEARSAL**

Candidates for degrees from the College of Arts and Sciences and the College of Commerce and Business Administration must assemble at 2:00 PM, Friday, December 13, 2002 for rehearsal and orientation.

**ATTENDANCE AT REHEARSAL IS MANDATORY!** Meet in Pete Mathews Coliseum. All candidates for graduation are expected to be present. Only one rehearsal will be held for the college of your major.

- **ATTENDANCE AT COMMENCEMENT**

All who are eligible for Bachelor and Master degrees are expected to appear in academic apparel at commencement.

**CANDIDATES NOT WISHING TO PARTICIPATE IN THE COMMENCEMENT EXERCISE SHOULD NOTIFY THE OFFICE OF THE REGISTRAR AS SOON AS POSSIBLE, BUT NO LATER THAN**

**NOVEMBER 29, 2002**, to request the degree be awarded in absentia. Those candidates not participating in the commencement exercise will have their diploma mailed (when all financial obligations are clear), upon instruction from the graduate.

- **OBTAINING CAPS, GOWNS, AND INVITATIONS**

*The JSU Campus Bookstore is the authorized distributor for caps, gowns, and announcements.* Caps and gowns will be available for purchase at the JSU Campus Bookstore between November 18 and December 13, 2002 during regular business hours, 8:30 AM until 4:30 PM, Monday through Friday. The cost of the Bachelor's apparel is \$30.35 including tax. The cost of the Master's apparel, which includes the hood, is \$62.86 including tax. The Master's hoods alone are available for \$29.27 including tax. Announcements are now available for purchase.

- **HONOR GRADUATES**

Undergraduate students graduating with the Latin honors cum laude, magna cum laude, and summa cum laude will receive their honor cords at the 2:00 PM rehearsal on December 13, 2002 . Students receiving special honors within their major do not receive honor cords. Eligibility for honors will be determined at the conclusion of the degree program, therefore honors published in the commencement program do not include the last semester of enrollment.

- **ACADEMIC COSTUME AND PROCEDURES**

- A. Women wear caps through the ceremony without exception.
- B. Men remove caps during invocation and benediction.
- C. Each candidate for the Bachelors degrees should wear the tassel of the cap on the right side. When the degrees have been conferred to the group collectively, the tassel is changed from the right to the left side. The group should attempt to switch the tassels in unison.
- D. Candidates for the Masters degrees wear the tassel on the left and leave it in that position, indicating that a previous degree was earned.
- E. Candidates for the Masters degrees will wear full academic costume, including the hood.

- **PHOTOGRAPHS AND VIDEOS**

A professional photographer, not associated with the university, has been given permission to photograph each graduate receiving his/her diploma. The photographer will mail a proof to you shortly after commencement outlining cost, delivery time, etc. All interactions regarding the photographs will be directly between the photographer and the graduate.

A professional video service, not associated with the university, has been given permission to tape the exercise. Information on ordering videotapes will be available at the rehearsal.

*PLEASE NOTE:* Considerable confusion occurs when spectators attempt to photograph graduates in the stage area. This hinders the professional photographer/videographer's attempt to capture all graduates. You are strongly encouraged to refrain from approaching the stage area for photographs or video taping. President Meehan, as well as the other platform members, will remain after the ceremony if you would like the receiving of your diploma recreated for photographic purposes. Please return to the stage area immediately after the ceremony should you or your family desire photographs.

- **DIPLOMA PLAQUES**

For information and charges for an official JSU custom diploma plaque, call the office of Alumni Affairs at (256) 782-5404.

- **SPECIAL NEEDS**

***If you or a family member request special needs at commencement, please contact the Registrar's Office, at 1-800-231-5291 or 256-782-5400 by November 29, 2002. These arrangements need to be made in advance in order to provide proper seating!***

- **TELEVISED CEREMONY**

The graduation ceremony will be televised live on WJXS-TV24. The following is a list of cable companies who carry TV24: Cable One (Anniston, Oxford, and Jacksonville), Charter Cable (Piedmont), Charter (Centre), Leesburg Cable, Torrence Cable (Weiss Lake), Collinsville Cable, Torrence Cable (Buchanan, GA) AT&T (Sylacauga).