

February 1, 2012

R/E: Spring Commencement Ceremony Information

Dear Graduate Candidate:

Congratulations!! Pending successful completion of the classes you are currently attending, you will be awarded graduation from your program. Spring semester **graduate candidates, confirmed by their advisors** to be in good standing and making successful progress, will be eligible to receive recognition for their highest credential during the upcoming Wiregrass Georgia Technical College Spring Commencement Exercises, being held on **Friday, May 4, 2012 at 10 a.m. at Wiregrass Georgia Tech on the Ben Hill-Irwin Campus Quadrangle, 667 Perry House Road, Fitzgerald, Georgia 31750.** Please Note: Participation in ceremony does not confirm final graduation eligibility.

Graduate candidates with a graduation GPA (grade point average) of 3.66 or higher will be given a gold honor cord to wear at graduation. **As spring grades are not in and final until after the ceremony, honor status is based on grades at the end of fall for your major.** Honor graduate, National Technical Honor Society, GOAL, and Student Leadership cords and medallions will be disseminated in room 8116- Irwin Hall on the morning of the ceremony.

Graduate candidates are to arrive no later than 9:00 am. Commencement exercises will begin promptly at **10:00 a.m. Students will not be allowed to join the ceremony late.** Please **report to room 8116** in Building 800- Irwin Hall to check-in, get name cards, cords and final instructions. There will be tables set up alphabetically with your name cards. These cards will be read by our announcer prior to you walking across the stage. Complete instructions will be provided when you arrive. There will be staff on hand to assist you with cards, honor cords and lining up. *(This is a very busy time as we check in and lineup; please no family and guests in the above areas).*

Please ensure that all of your guests have arrived and are seated prior to 9:45 a.m. Seating is limited and is on a first-come, first-served basis so please advise guests to arrive early. Based on the number of candidates at the time of this mailing **we expect to have seating for approximately 5 guests per graduate candidate. Guests arriving late may not have a seat. Please see the information below if disability accommodations are required.**

The publication deadline is March 16, 2012. Students applying after this date will not be listed in the program (note: the ceremony is not conducted from the program, names cards are used to announce students prior to crossing the stage). If you have not paid for graduation or picked up a cap and gown, please do so at your local campus bookstore. Check your local campus bookstore for hours, and bring your student ID and receipt when you pick up your cap and gown.

We will begin to mail diplomas on June 1, 2012 (please allow time for processing and standard mail service). Contact the Registrar's office or graduation@wiregrass.edu if you have a change of address or do not receive your diploma.

BPI – Bowen Photo will be available for portraits on the day of graduation at 8:00 a.m. in room 8101 in Irwin Hall. Please see the flyer on back for pricing information. Payment is due at the time pictures are made. Pictures will be mailed directly to students from BPI.

Graduates- please adhere to the following guidelines for attire during the graduation ceremony:

Women – dark dress or dark slacks with dark low-heeled shoes (no flip-flops), low heeled and comfortable shoes are required for your comfort. You will be walking on grass and up a ramp onto the outdoor stage, please consider this when choosing footwear.

Men – white-collared shirt, tie, dark slacks (no shorts), and dark shoes (no flip-flops).

This is a special day for you and your family; appropriate dress is strongly encouraged.

Graduates and their guests will be **directed by facilities personnel on the day** of graduation to available **parking** spaces. There will be a special section reserved for handicap accessible parking permits only.

If you have any questions, please do not hesitate to contact me, **Amanda Leavy, at (229) 249-2670** or Nelda Durkovic, Registrar (229) 468-2032 or email graduation@wiregrass.edu. We look forward to this celebration of your achievements!

Sincerely,

Amanda L. Leavy

Graduation Services Coordinator
graduation@wiregrass.edu

Disability Accommodations: *If you require special assistance, such as wheelchair access, sign language interpretation, handicapped parking, or handicapped access and seating for yourself or guests, please contact Disability Services at 229-333-5368 no later than one week prior to graduation.*