

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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Provost and Vice President for Academic Affairs

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Registrar/Executive Director of Enrollment Management

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. Graduating seniors may contact the Office of Career Engagement at (314) 340-3512 with questions about academic regalia.

Approval to receive Academic Regalia for 2017 Summer/Fall Graduates has been filed with the University's Bookstore. Approval to receive Academic Regalia for 2018 Spring Graduates has been filed with the University's Bookstore *pending completion of all degree program and institutional requirements, failure to complete all requirements will result in removal from graduation*. 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 procession.**

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 2017) or fall (December 2017), should have a "2017" signet. Graduates who will be conferred in spring (May 2018), should have a "2018" signet. **Academic Regalia may be picked up from the University Bookstore, Gillespie Residence Hall, Room 105 on the scheduled date(s)/time(s):**

Mondays-Thursdays	April 2- May 3, 2018 May 7- May 10, 2018	8:30 a.m. - 5:30 p.m.
Fridays	May 4, 2018 May 11, 2018*	8:30am-3:00pm

*Academic Regalia must be picked up by Friday, May 11, 2018 and will not be available on the day of Commencement.

ON THE MATTER OF GRADUATION ANNOUNCEMENTS

GRADUATION ANNOUNCEMENTS may be ordered through Jostens online. Click [here](#) or copy/paste the web address below into your browser for order and price information. Questions about announcements should be directed to Jostens at (800) 854-7464.

<http://www.jostens.com/apps/store/customer/1059939/Harris-Stowe-State-University/>

ON THE MATTER OF ACADEMIC HONORS

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

Graduating seniors who are approved to graduate and eligible for academic honors may receive Academic Honor Cords from the Office of the Registrar. Graduating seniors who were inducted into honor societies or other organizations should contact their specific sponsors for information about honor cords and stoles. **Academic Honor Cords may be picked up from the Office of the Registrar, Henry Givens Administration Building, Room 007:**

Monday-Friday	April 30- May 11, 2018	9:00 a.m. - 4:00 p.m.
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ON THE MATTER OF REHEARSAL

All graduating seniors are expected to participate in the rehearsal on Friday, May 11, 2018 at 3:00pm. The rehearsal will be held at the Henry Givens Administration Auditorium. 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 12, 2018 at 9:30a.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 12, 2018 at Henry Givens Administration Auditorium. **Graduating seniors are expected to be in full academic regalia and check-in by 9:00am on Saturday, May 12, 2018.** Due to external community activities that may restrict access to campus, we recommend that you arrive early. Graduating seniors must be confirmed for completion of all requirements to participate. All graduates must check-in for robing to receive a name card.

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

All confirmed graduates will assemble at Gillespie Residence Hall, Lobby, 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 GRH Lobby (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 GRH Lobby. In the event of rain, graduates will assemble in Henry Givens Administration, Room 311. **Purses, coats, cameras, etc. are not allowed in the processional and may not be carried by graduates when processing into the HGA Auditorium.**

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, will require a ticket. Seating will be available on a first-come, first-served basis. Each confirmed graduate will receive FIVE tickets for the Henry Givens Administration Auditorium and TEN tickets for the Emerson Performance Center Gymnasium. 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-Friday	April 30- May 11, 2018	9:00 a.m. - 4:00 p.m.
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BEST WISHES!!!!