

## **2007 GRADUATION INFORMATION**

*Please note the following information regarding the Graduation Ceremony 2007. I would appreciate it if you'd share this information with your staff and student employees. Thanks!*

### **Graduation Ceremony**

***Friday, May 18***

6:30 p.m. in the gymnasium

Reception immediately following in Kopp Student Center dining and patio areas

Program typically lasts around 1½ hours

- **Please note there will not be overflow viewing areas available!**

### **Graduation Distribution Day (Caps & Gowns, Tickets)**

***Monday, May 7***

9:00 a.m. – 5:30 p.m.

College Services Foyer (near elevators/Student Employment Office)

\$15.00 Participation Fee due with commencement reservation card by April 27<sup>th</sup>.

- Reservations received after 4/27 will be charged a \$10 late fee.
- Students that are unable to be here on the 7<sup>th</sup> must contact Melissa Klein\*\* prior to this date in order to be assured guest tickets and make arrangements for their cap and gown.

### **Applications for Graduation**

Students may apply throughout the year. **Only those who applied by the March 16, 2007 will be given priority evaluation and ceremony participation information!!!**

### **Summer 2007 Graduates and Spring Graduation Participation**

We allow students with 8 or less credits remaining in their requirements after spring semester.

Eligible students must have an application turned in by March 16, 2007, contact

[melissa.klein@normandale.edu](mailto:melissa.klein@normandale.edu) to receive approval to participate in the ceremony, be registered for their final requirements for Summer Session, and submit their ceremony reservation card and fee **by April 27<sup>th</sup>**. Only students meeting this deadline are eligible for all the rights and privileges of spring graduates, including their name in the program, honors recognition and high honors medallion, if applicable.

### **Ceremony Correspondence\***

All graduates from Summer 2006 through Fall 2006 and graduation candidates for Spring 2007 (**those who turned in applications by March 16, 2007**) will be sent a letter with a Ceremony Reservation Card. Those interested in participating are to return their card no later than Friday, April 27, 2007.

\* Students turning in their application beyond the deadline will not receive this information and/or invitation. If they wish to still participate, they need to pick up a reservation packet at the counseling reception desk as soon as possible. Their name will not appear in the program and cap, gown and tassel supplies may be limited.

**IN ORDER FOR STUDENTS TO RESERVE A SEAT IN THE CEREMONY AND RECEIVE 5 GUEST TICKETS, THEY MUST APPLY BEFORE THE DEADLINE AND TURN IN THEIR CEREMONY RESERVATION CARD AND FEE BY APRIL 27<sup>th</sup>.**

**Specific ceremony information packets** will be handed out at the Graduation Distribution Day. **Only those responding with the ceremony reservation card will receive this information.**

### **Tickets**

Each qualifying/participating graduate will receive 5 guest tickets. If additional tickets are available, they will be sold on Graduation Distribution Day at the Bookstore beginning May 5<sup>th</sup>. Extra tickets can be purchased for \$5.00 each and will be sold on a first-come, first-served basis.

**All guests must have a ticket to enter the gymnasium!**

### **Diplomas**

Graduates receive their diploma through the mail within 8 weeks following their final approval. Final approvals typically happen at the end of the semester once grades are posted, if the student turned in their application by the deadline. If the student waits until April or May (or June!) to turn in their application, there will be a delay in the processing of their degree (they also will not receive any commencement information/invitation, etc.).

### **Diploma Covers & Announcements**

Information on ordering these products was a part of the commencement packet.

### **\*\* QUESTIONS? NEED MORE INFO??**

Email: [graduation@normandale.edu](mailto:graduation@normandale.edu)

Website: <http://www.normandale.edu/current/?choice=graduation>

There will be an on-campus bulletin board with updated graduation information across the hall from C1110, Dean of Students' Office.