

THE GRADUATE



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Commencement

This newsletter is designed to provide graduates with information and important dates related to commencement.

The commencement ceremony will be held in Stone Hall, Saturday morning, May 11, 2013 at 10:00 a.m. with a reception following in Frith Hall. You, your family, and friends are invited to attend the reception also. **Please be at Stone Hall no later than 9:00 a.m.** on the morning of graduation. Dressing rooms will be provided for your convenience—Men and Women's locker rooms.

If you have a disability and require accommodations in order to fully participate in this activity, please contact the 504/ADA Coordinator no less than 14 days prior to the scheduled date of the activity (276-656-0257) or sguebert@patrickhenry.edu.

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Tickets

Students may pick up their tickets beginning May 1, 2013 in Admissions, room 240. Due to the capacity of the building, the number of guests inside the building must be limited. **Each graduate will receive 5 tickets.** **No extra tickets will be available; therefore, students who do not plan to use all of their allocated tickets are encouraged to share with peers who are seeking additional tickets.** Ticket holders should arrive at the auditorium no later than 10 minutes prior to the start of the ceremony. For the comfort of all guests, children (excluding infants) must have a ticket. Infants will be allowed to sit on the lap of a family member. **For those friends and family members who would like to be on campus but do not have a ticket, the ceremony will be shown on the big screen with comfort seating in the Walker Fine Arts Theater.** The ceremony will also be shown live online and a website will be provided at a later date for those who would like to watch at home.

Rehearsal

Graduation rehearsal will be held in Stone Hall on Friday, May 10, 2013 at 12:00 noon. Please arrive a few minutes early so that we may start on time. Although attendance is encouraged, the rehearsal is **not** mandatory. Important instruction will be provided but students will not practice marching in.

Regalia (cap & gown)

Caps and gowns are normally available in the college bookstore beginning the first week in April. Please contact the bookstore at 276-656-0319 for all questions regarding regalia.

Please press your cap and gown prior to the ceremony. Students, who already have a cap and gown, please make sure you have a black cap, gown, tassel and white and royal blue hood. **If you are receiving only a career studies certificate you will not need a hood.** If you do not have any of these items, please purchase them from the college bookstore.

Announcements for Commencement

Announcements are \$10 for a pack of 10 and can be purchased in the college bookstore. This purchase is optional.

Photography

Graduation pictures will be taken **Thursday, May 9th from 4:00-7:00 p.m. and again on Friday May 10th 8:00 a.m. – 12 p.m.** in the Art Room # 139 located in the Walker Fine Arts/Student Center. Please bring your cap and gown for the picture. There is no obligation to buy photos; however, **if you would like your picture to be in the local newspaper you will need to have your picture made on one of the above dates.** For students' not participating in the ceremony, you may also have your photo taken for the local newspaper and a cap and gown will be available for you to use for the picture.

In addition to graduate portraits, a professional photographer will photograph each graduate as they cross the stage. Proofs and order forms will be mailed to each graduate after the event. Please ensure that your correct address is on file.

Phi Theta Kappa Members

Phi Theta Kappa members, please order you gold stole and tassel online at www.ptk.org. Members will have a designation of this membership placed on their degree and/ or certificates.

Honor Graduates

Graduates receiving an Associate Degree, or Certificate are eligible for honors based on cumulative (not curricular) grade point average. Honors are figured after final grades are received. Honors will be read along with your name and degree at commencement and an honor designation will be placed on your diploma. **Career Studies Certificates are not eligible for honors.**

Graduates not participating in the ceremony

Diplomas may be picked up beginning the week after the ceremony for those not participating in the ceremony. Diplomas that have not been picked up a week after the ceremony will be mailed to the students' current address. If you have recently moved, please complete a student information change form to include your new address and submit it to the Office of Admissions. Student information change forms can be obtained on-line at www.patrickhenry.edu under current students/admissions & records/student forms or in the Office of Admissions (located in the Walker Fine Arts Building).

Students Transferring

Students transferring to other institutions should request final transcripts at the end of term for which they are graduating. For available transcript request options, please visit our home page and navigate to current students/ admissions & records/transcripts. You have the option of choosing if you would like your transcripts sent after final grades post, after degrees are conferred or immediately.

Final Grades

Final grades are not mailed and will not be given via phone call. Grades may be viewed on **myPHCC** once they are approved and posted. Students found to be deficient in graduation requirements will be contacted before the ceremony. **Student who do not successfully complete all requirements are not allowed to march in the ceremony.** Students taking courses at other institutions to meet graduation requirements at PHCC need to make sure those transcripts are sent to the Registrar's Office by May 9, 2013.

Financial Obligations

Students with any financial debt to the college will be allowed to participate in the ceremony **but** will not receive their award or transcripts until the debt is paid in full.

High School Dual Enrolled

ACE and Governor's School graduate's pictures **will not** appear in the local newspaper until **after** the summer 2013 semester.

Please note: Although ACE and Governor's school students are allowed to participate in the spring commencement ceremony, you are not considered spring graduates. This is due to your degree requirements remaining unmet until the end of your high school year. This means that you will not have your degree conferred (to reflect on your transcript) or receive your degree in the mail until the end of July.