College of Southern Maryland

Commencement Guide

This guide contains information about the College of Southern Maryland Commencement ceremonies for 2017. Please be sure to check the CSM website at www.csmd.edu/commencement for additional information as it becomes available. If you have any questions, please contact the Assistant Registrar, Completion and Special Programs at 301-934-7521 or email: graduation@csmd.edu

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Preparing for Graduation

What Do I Need to Do to Graduate from CSM?

• Meet academic requirements for graduation
• Apply for graduation by required date (see Appendix A) and meet with an advisor
• Satisfy any financial obligations to the college

Academic, Application and Financial Requirements

a. At the time of application for graduation, students will declare the catalog under which they intend to graduate. They will follow the requirements of a catalog of one academic year during which they were registered and attended classes at the college. Should a student’s enrollment at the College of Southern Maryland be interrupted by a break of at least five years, the catalog in effect when the student re-enters the college will be considered the year-of-entry catalog. If a student changes his/her academic program during the course of study, he/she must choose the current catalog for the newly selected academic program.

b. To qualify as a candidate for a degree or certificate, students must complete all courses required in the curriculum. Unless required courses have been officially waived, all students must meet the course requirements of their program to graduate.

c. To graduate, students must pass all courses required in their curriculum and must have a grade point average (GPA) of 2.00 for all work at the college. AAT students must have a minimum cumulative GPA of 2.75 and a copy of their PRAXIS scores must be on file with CSM.

d. There are three levels of honors awarded at the completion of degrees or certificates:
   Highest honors – a cumulative grade point average of 3.9 to 4.0
   High honors – a cumulative grade point average of 3.75 to 3.89
   Honors – a cumulative grade point average of 3.5 to 3.74

Students must have earned at least one-half of their degree or certificate credits at CSM in order to be eligible for honors. The honors designation is recorded on the transcript and eligible students will be given an honor cord to wear at the ceremony.

e. If students transfer credits from another college to fulfill requirements for graduation at CSM, they must have their transcript(s) on file in the Registrar’s office and evaluated in order to receive their diploma.

f. If students wish to be considered for graduation, they must complete an application for graduation with an academic advisor and indicate whether they will participate in the ceremony or only receive their diploma(s) in the mail.
   • All associate, certificate, and LOR candidates are eligible for graduation.
   • LOR (Letters of Recognition) recipients do not participate in the ceremony.

g. Students must satisfy all financial obligations (tuition balances, library fines, etc.) prior to receiving a diploma.

h. Federal Stafford Student Loan recipients who are graduating or transferring must complete the required exit loan counseling.

Ceremony Information

• Students must have a cap and gown to participate in the ceremony. The following regalia packages are available in the college store:
   • Basic Graduation Package - $32.50
     Cap/gown/tassel
   • Basic Plus Graduation Package - $49
     Cap/gown/tassel and box of 20 generic CSM announcements
   • Premium Graduation Package - $142.50
     Cap/gown/tassel, box of 20 generic announcements and diploma frame

Please see Appendix C for pick up dates for regalia.

Caps and gowns must be purchased through CSM.

• Graduates should pick up their academic regalia early to allow time for pressing or steaming to remove wrinkles.

• Graduates who have questions regarding regalia, please contact the bookstore at 301-934-7570.

• If a graduate or their guest requires disability-related accommodations, please contact Disability Support Services at 301-934-7614.

• The bookstore sells diploma frames and a variety of graduation novelties.

• Flowers for graduates may be available for purchase prior to the ceremony.

Tickets

• Tickets are required for the winter ceremony since it is held in the PE building.

• Tickets are ONLY required for the spring ceremony if the ceremony is moved to the PE building due to inclement weather.

• Each graduate will receive four tickets for winter graduation and three tickets for spring graduation. Based on the number of graduates, the allotted number of tickets could change. No extra tickets are available.

• Tickets are issued through Eventbrite.com. Please be sure your email address is current on your graduation application. Students will receive an invitation from Eventbrite.com. They must log on their website and print their own tickets.

• Please keep the tickets in a safe place; no replacement tickets will be issued.

• Guests (regardless of age) will not be permitted to enter the PE building without a ticket, no exceptions.

• To accommodate extra guests without tickets, we will simulcast the ceremony in the FA building.
Highlights and Deadlines

Commencement

• For the winter ceremony, students should arrive by 4:30 p.m. Guests can begin to arrive after 5:30 p.m. Commencement takes place at 6:30 p.m. The procession of graduates begins promptly at 6:30 p.m.
• For the spring ceremony, students should arrive by 4:00 p.m. Guests can begin to arrive after 5:00 p.m. Commencement takes place at 6:00 p.m. The procession of graduates begins promptly at 6:00 p.m.
• The ceremony lasts approximately 1 ½ - 2 hours.
• Special seating for guests with special needs will be available. Guest seating is on a first-come, first-served basis. Guests are asked to be seated 15 minutes prior to the start of the ceremony.
• Once the procession of graduates begins, the doors to the PE Building will be closed and NOT REOPENED until the ceremony has ended. Anyone arriving late will be asked to go to the FA Building, even if they have a ticket.
• During the procession, ceremony, and recessional, we ask guests to please keep all aisles clear and to turn off all cell phones and pagers.
• Once the ceremony has begun, we ask that all guests remain in their seats for the duration of the program, except in case of emergency.
• Once the ceremony is completed, guests are asked to remain in their seats until all graduates have exited.
• Degrees are conferred at the ceremony. Diplomas will be mailed to students.

Reception

A reception follows immediately after the winter and spring ceremonies in the BI Building. The reception will feature cake and punch. Family members and friends are invited to stay and celebrate achievements.

Photographs

• Photography is allowed during the ceremony from individual seats. Individuals will not be permitted to stand in the aisles or at the side of the platform to take photographs during the ceremony.

Caps and gowns

Students must purchase caps and gowns at the CSM bookstore. A list of participating students will be provided to the bookstores. Please see Appendix C for available graduation packages and the cap and gown pick up dates. Students coming after these dates are not guaranteed to receive a cap and gown prior to the graduation ceremony. Questions – call the Bookstore at 301-934-7570.

Phi Theta Kappa

• If you are a PTK member you are eligible to purchase any or all of the following to wear at graduation:
  • Honors stole ($24.00)
  • Gold Honors Tassel ($10.00)
  • Double Honors Cord ($15.00)
• If you choose to do so, these items must be ordered directly from PTK International Headquarters by using its toll free phone number (1-800-946-9996).
• Please be advised that these items will not be available for purchase or pick up at graduation. The international organization ships directly to you. It provides a variety of shipping options. You have plenty of time to order to avoid the extra cost of next day shipping charges.
• Contact Mike Green at (301) 934-7598 or e-mail at mikeyg@csmd.edu for further information.

Diplomas

• Diplomas will be mailed to students within four weeks of the ceremony.

Transcripts

• Transcripts are not updated with graduation status until approximately two weeks following the ceremony. Please visit www.csmd.edu/transcripts for an official message indicating they have been updated.

Restrooms

• Restrooms are available in the hallway of the PE building for Winter Graduation and for Spring Graduation in the AD and BU Buildings.

Alcohol Policy

• Alcoholic beverages are not permitted at the commencement ceremony or reception.

Parking

• All campus lots are open for the commencement ceremony with the exception of the lot in front of the AD building for the spring ceremony.
• Handicapped parking will be available.
Robing, Processional, and Recessional

What to wear

- Remove wrinkles from the gown by steaming or ironing on a low heat setting.
- Graduates who are members of Phi Theta Kappa may wear the gold PTK stole, tassel or cord.
- Graduates who are members of other honor societies may wear their regalia.
- Students who have been awarded honor stoles, cords or medals may wear them as well.
- The dress code for the ceremony for graduates is business casual. Please no jeans, shorts or flip flops.
- Tassels are worn on the right side of the cap.

Where to Assemble

- Graduates will assemble at 4:30 p.m. in the PE Building, lower level for the winter ceremony. Rehearsal begins at 5:00 p.m.
- Graduates will assemble at 4:00 pm in the BU Building for the spring ceremony or in the PE Building, lower level if the ceremony is moved inside due to inclement weather. Rehearsal begins at 4:30 p.m.
- Students will be given a card with their name on it and any academic honors they are receiving. Hold on to this card, this is how your name will be called when you cross the stage.

Ceremony

- Ceremony begins promptly at 6:30 p.m. in winter and 6:00 p.m. in spring.
- Order of Exercises
  - Processional
  - The National Anthem
  - President’s Welcome
  - Student Government’s Welcome
  - Special Graduation Speaker
  - Presentation of Special Awards
  - Presentation of Candidates for Certificates and Degrees
  - Conferring of Certificates and Degrees
  - Recessional

Presentation of Graduates

- The Vice President will say “will the candidates for certificate and Associate degrees come forward”; the graduates in the first row will stand and come to the left of the stage. Please follow the Marshal’s instructions.

Receiving Your Diploma

- Graduates will proceed to the stage via the left aisle to the stairs on the side of the stage. The Marshal will be there to assist. Graduates sitting on the far left end of each row should remain especially alert, and watch for the Marshal’s signals.
- Make sure you have your card before you leave your seat.
- At the top of the stairs, give the card bearing your name to the reader.
- Once your name is read, proceed to the appointed position on the stage to shake hands with the Chair of the Board of Trustees, who will hand you the diploma.
- Move to the President and shake his hand, then move to the end of the stage and proceed down the right stairway.
- Graduates will receive a temporary cover that needs to be returned at the end of the ceremony.
- Guests will certainly want to applaud the graduates, as they well should. Please remind them, however, that the person marching behind you deserves equal opportunity for recognition. We ask that individual celebrations be short and appropriately respectful.

Awarding of Degrees

- Once all students have received their diplomas, the President will ask the graduates to stand. All graduates will stand in unison and remain standing until the President confers the degrees. Graduates then switch tassels from right to left.
- Graduates remain standing and turn towards the faculty. Faculty will recognize graduates. Graduates then are seated.

Recession

- The platform party exits first down the steps to their left (single row).
- Then the faculty exits two rows at a time.
- Graduates then exit in a single row.
- Graduates should keep moving and ask their guests to meet them in the reception area or somewhere outside.
Tips for Commencement Evening

• Tickets are required for entrance to the PE Building. Graduates will receive an email invitation from Eventbrite.com. Please make sure to check your Spam or Junk folder for the email invite, as well. You MUST accept the invitation and proceed to their website to print your tickets.

• Ticket sales being November 16, 2016 for the winter graduation and April 4, 2017 for the spring graduation. Look for your email invite at that time. If you have difficulty with Eventbrite please contact the Registrar’s office at 301-934-7588.

Those guests without a ticket may proceed to the FA Building to watch the ceremony via broadcast in our Fine Arts Theatre. Guest seating is first-come, first-served for that building. Plan for family and guests to arrive early.

• Once the procession of graduates begins, the doors to the PE Building will be closed and NOT REOPENED until the ceremony is completed. Anyone arriving late will be asked to go to the FA Building EVEN if they have a ticket.

• Family and guests will receive a commencement program as they enter. Commencement programs for graduates will be given out at lineup.

• The procession of graduation students will begin promptly at the designated time; family and friends must be seated by that time.

• Before the ceremony, establish a place to reunite with family and guests when the ceremony concludes.

• During the procession, ceremony, and recession, guests should remain in their seats to keep the aisles clear.

• At the conclusion of the ceremony, family and guests should remain in their seats until the recession of ceremony participants is complete.

Instructional videos for the graduation ceremonies are available on our website: www.csmd.edu/student-services/registrar/graduation

We congratulate you on your accomplishment with the College of Southern Maryland. If you have any questions regarding graduation, please contact Diane Major, Assistant Registrar, Completion and Special Programs at 301-934-7521 or graduation@csmd.edu or the Registrar’s Office at 301-934-7588.

Congratulations!
Important Commencement Dates – 2016/2017

Destination Graduation  Appendix B
Apply for graduation  See below
Phi Theta Kappa  See page 4
Pick up Regalia  Appendix C
Commencement  See below

Winter 2017
Priority deadline to participate in Winter Ceremony.................................November 15
Ticket sales begin through Eventbrite.com (look for email)............................ November 16
Last day to apply for diploma........................................................................December 15
Commencement ceremony...........................................................................January 19
Diplomas received in mail after......................................................................February 28

Spring 2017
Priority deadline to participate in Spring Ceremony.................................March 15
Ticket sales begin through Eventbrite.com (look for email)............................ April 4
Last day to apply for diploma........................................................................April 15
Commencement ceremony........................................................................... May 18
Diplomas received in mail after......................................................................June 30

Summer 2017
Last day to apply for diploma......................................................................August 1
Diplomas received in mail after......................................................................September 30

*If the deadline falls on a weekend or a holiday, applications will be accepted the next business day.

Appendix A
Destination Graduation

Your one-stop source for all of your graduation needs

- Apply for graduation
- Join the alumni association
- Get details on cap and gown orders
- Take a graduation photo in cap and gown (and receive photo on disc for your own personal use)
- Win door prizes, and much more....

Dates (for Winter 2017 graduates)

- Monday, September 19, 2016.............................. noon – 6 p.m. at Prince Frederick Campus (Building B) (with Transfer Fair from 12:00 – 2:30)

- Thursday, September 22, 2016............................ noon – 6 p.m. at La Plata Campus (BI 103/104) (with Transfer Fair from 1:30 – 3:30)

- Monday, October 10, 2016............................... noon – 6 p.m. at Leonardtown Campus (Building C)

Dates (for Spring 2017 graduates) To be determined at a later date.

Visit http://www.csmd.edu/student-services/graduation/destination-graduation

Spring dates will be posted there!

Appendix B
Winter 2017 Graduation
January 19, 2017

The following packages will be available for purchase for graduates who have applied for graduation and chosen to participate in the ceremony:

**Basic Graduation Package - $32.50**
- Cap/Gown/Tassel/pre-printed announcements

**Basic Plus Graduation Package - $49.00**
- Cap/Gown/Tassel/pre-printed announcements and box of (20) generic CSM announcements

**Premium Graduation Package - $142.50**
- Cap/Gown/Tassel/pre-printed announcements and box of (20) generic CSM announcements
- Diploma frame (color choice of black/mahogany/walnut)

**Distribution/Pick-Up Schedule** (all packages paid for at time of distribution and pick-up):

<table>
<thead>
<tr>
<th>Location</th>
<th>Dates</th>
<th>Distribution hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>La Plata</td>
<td>November 28 - December 2, 2016</td>
<td>Monday – Thursday 9:30 am – 7:30 pm, Friday 9:30 am – 3:30 pm</td>
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<tr>
<td>Prince Frederick</td>
<td>December 5 - 9, 2016</td>
<td>Monday – Thursday 11 a.m. – 7 p.m., Friday 11a.m. – 1:30 pm</td>
</tr>
<tr>
<td>Leonardtown</td>
<td>December 12 - 16, 2016</td>
<td>Monday – Thursday 11a.m. – 7 p.m., Friday 11a.m. – 1:30 pm</td>
</tr>
</tbody>
</table>
Spring 2017 Graduation
May 18, 2017

The following packages will be available for purchase for graduates who have applied for graduation and chosen to participate in the ceremony:

**Basic Graduation Package - $32.50**
- Cap/Gown/Tassel/pre-printed announcements

**Basic Plus Graduation Package - $49.00**
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</tr>
</thead>
<tbody>
<tr>
<td>La Plata</td>
<td>April 10 – 14, 2017</td>
<td>Monday – Thursday 9:30 am – 7:30 pm, Friday 9:30 am – 3:30 pm</td>
</tr>
<tr>
<td>Prince Frederick</td>
<td>April 17 -21, 2017</td>
<td>Monday – Thursday 11 a.m. – 7 p.m., Friday 11 a.m. – 1:30 pm</td>
</tr>
<tr>
<td>Leonardtown</td>
<td>April 24 – 28, 2017</td>
<td>Monday – Thursday 11 a.m. – 7 p.m., Friday 11 a.m. – 1:30 pm</td>
</tr>
</tbody>
</table>
College of Southern Maryland
La Plata Campus

GRADUATION CEREMONY - WINTER
(or for the spring ceremony in the event of inclement weather)

SCALE 100 feet

Campus Guide

AD Administration Building
BI Center for Business and Industry
BK Bookstore Building
BU Business Classroom Building
CC Campus Center
CE Community Education Building
CL St. Charles Children’s Learning Center
CS Campus Services Building
FA Fine Arts Center
HT James C. Mitchell Center for Health Technology
LR Learning Resource Center
MT Maintenance Building
PE Physical Education Center
ST Francis P. Chiaromonte, M.D.
TC Maryland Center for Environmental Training

Additional information is available at www.csmd.edu/commencement
Email: graduation@csmd.edu