



# **Graduation & Commencement Week Activities Information**

**May 2<sup>nd</sup> – 7<sup>th</sup>**



**2010 - 2011**

## WHO IS ELIGIBLE TO PARTICIPATE IN THE MAY 2011 ANNUAL STUDENT EXHIBITION AND COMMENCEMENT CEREMONY?

If you will have completed your degree requirements in **December 2010**:

- you may show your work in the Annual Student Exhibition in May.
- you may walk in the May Commencement ceremony.
- your diploma will be mailed (via certified mail) to you in mid-to-late January 2011, provided you have no outstanding obligations to the College.\*

If you will complete your degree requirements in **May 2011**:

- you may show your work in the Annual Student Exhibition
- you may walk in the May Commencement ceremony.
- your diploma will be mailed to you (via certified mail) in a few weeks following the Commencement ceremony, provided you have no outstanding obligations to the College.\*

If you will complete your degree requirements in **August 2011** and have nine (or fewer) credits remaining after the Spring 2011 semester:

- you may show your work in the Annual Student Exhibition
- you may walk in the May Commencement ceremony.
- your diploma will be mailed to you (via certified mail) in late August, provided you have no outstanding obligations to the College.\*
- You will be considered for "Honors" after the Spring 2011 semester. If you have a cumulative GPA of 3.50 or higher up to Spring 2011, the program listing for honors will say "August" and you may wear an honors cord at the Commencement ceremony.

### HONORS

A degree is awarded "with Honors" when an undergraduate student has earned a cumulative GPA of 3.50 or higher by one full semester preceding graduation. Transfer students must have earned at least 30 credits in residency, prior to their final semester, for honors consideration. Honors cords can be picked up with your cap and gown. Honors are noted in the Commencement program, as well as on your diploma and final transcript.

**\*You will receive Direct Loan Exit Counseling/Perkins Loan emails and information from the Ferris Big Rapids campus. Please complete these, as applicable. Direct Loan Exit Counseling/Perkins Loan is done on-line at [www.ferris.edu](http://www.ferris.edu). At the homepage, click on Financial Aid, then Loans, and then Direct Loan Exit Counseling or Perkins Loans. You will need your FAFSA PIN to complete these. Please contact Lori Deforest at ext 1112 if you have questions regarding Direct Loan Exit Counseling and/or Perkins Loan paperwork. Your diploma will be held until this process is complete.**

## GRADUATION CD/SLIDE/IMAGE REQUIREMENTS

Each graduate receiving a Bachelor of Fine Arts (BFA) or a Master of Fine Arts (MFA) degree is **required** to submit high quality digital image representing the finest work from his/her major. The image will not be returned and will become part of Kendall's permanent collection.

**BFA graduates** must submit a CD to Student Services that includes:

- A high resolution digital image of ONE piece, please label file as follows:  
"Name\_Major\_Media\_Graduation Year"  
(example: John Doe\_Sculpture\_Wood\_2011)

**MFA graduates** must submit a CD to Student Services that includes:\*

- A high resolution digital image of ONE piece, please label file as follows:  
"Name\_MFA Major\_Media\_Graduation Year"  
(example: Florence Smith\_MFA Printmaking\_Lithograph\_2011)

If you choose to participate in the Commencement Ceremony, the image you submit will be shown while you are on stage. **NOTE: Even if you are not participating in the ceremony, the digital image is a BFA/MFA requirement and you will not receive a diploma until your image is submitted.** Please submit your required image to Mary Kolenda in the Registrar's office (located in Student Services). The CD should have your name, major and graduation date included on the CD and its cover.

**Submission Deadline: April 15, 2011**

## ATTENDANCE AT EVENTS

With Commencement Week approaching, this information is provided to help you make your plans for, and to fully enjoy, the most significant events in the life of a college student. There are numerous ceremonies and events scheduled during the week, and all participants are encouraged to attend as many as possible.

Your attendance at Commencement is a College expectation. If, however, you are not able to attend Commencement exercises on Saturday morning, May 7, 2011, please inform the Office of the Registrar, in writing, that you are unable to attend.

## **PARKING**

Parking arrangements have been made with Grand Rapids Community College for KCAD graduates. Please adhere to the following:

1. A graduate driving his/her own car will park free by showing the tassel and mortarboard from graduation.
2. A graduate riding with family members will show tassel and mortarboard and park for \$3.00
3. Guests coming in a separate car will show the program from graduation and pay \$3.00

## **GRADUATION ANNOUNCEMENTS**

Ten (10) formal announcements and envelopes are provided to each graduate participating in the Commencement ceremony. These are *announcements* only; your guests do not need to present one to attend your Commencement ceremony, nor is there any limit to the number of guests you may invite. Announcements will be distributed approximately mid-April. You may pick them up in the Student Services office. If you do not need announcements or have any remaining, please return any unused announcements to the Student Services office. Thank you!

## **CAP & GOWN**

There is a cap and gown rental fee of \$25.00 (Bachelors)/\$50.00 (Masters) for each student, payable when you order. This fee includes cap, gown, tassel, and honors cords (if applicable). A cap and gown order form will be sent to you in the coming months, if you wish to participate in the commencement ceremony, please complete the form and return it to Mary Kolenda in Student Services. For your convenience, an on-campus ordering booth will be available for in-person measurements/ordering on March 1 and March 14, 2011. Order forms will also be available in Student Services.

Caps and gowns may be picked up in the Student Services office during the week of May 2, 2011. Note: Your gowns are rentals, which must be returned to the Student Services office immediately following Commencement along with your packing slip. You may keep your cap, tassel, and honor cord (if applicable). MFA recipients keep the hood as well. Honor cords will be distributed at rehearsal.

Faculty and staff members wishing to rent academic regalia should contact Mary Kolenda in the Registrar's office (ext 1104). Immediately following the Commencement ceremony, all rented gowns and masters' hoods are to be returned.

**CAP AND GOWN ORDER DEADLINE: April 1, 2011.**

**You will be responsible for additional expedited shipping on orders placed after April 1, 2011.**

## **ANNUAL STUDENT EXHIBITION SCHEDULE**

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**MID-APRIL:** Department meetings with seniors to plan show and dispense information. ALL graduates are expected to attend an Annual Student Exhibition meeting. You should contact your program chair for departmental exhibition information.

**Wednesday April 27<sup>th</sup> – Monday May 2<sup>nd</sup>**  
Student Exhibition Prep/Installation

**Tuesday May 3<sup>rd</sup> – Saturday May 7<sup>th</sup>**  
Annual Student Exhibition

**Exhibition Hours:**

Tuesday*	9:00 am – 9:00 pm
Wednesday	9:00 am – 9:00 pm
Thursday	9:00 am – 9:00 pm
Friday	9:00 am – 9:00 pm
Saturday	9:00 am – 2:00 pm

**Student Exhibition  
Opening Reception**

**Tuesday, May 3<sup>rd</sup>**

**4:00pm – 7:00pm**

# **2011 COMMENCEMENT SCHEDULE**

## **Friday May 6<sup>th</sup>**

### **10:00am:**

Rehearsal, Fountain Street Church, 24 Fountain St NE  
Please meet at the church where Mary Kolenda, Commencement Coordinator, will brief all graduating seniors on the events that will take place Saturday morning. Seating assignments for Commencement will be arranged and the projection of each graduate's slide/image will be tested. All participating graduating seniors are required to be present. This usually takes approximately 1-1/2 hours.

## **Saturday May 7<sup>th</sup>**

### **10:00am:**

Please line up in the KENDALL lobby wearing your cap and gown. ***DO NOT MEET AT THE CHURCH ON SATURDAY.*** The procession to the church begins at approximately 10:20. The ceremony usually lasts about 1 1/2 hours.

Graduates and their guests are invited to a reception immediately following the ceremony at Kendall.

**Please contact Mary Kolenda, Assistant to the Registrar, with Commencement questions:**

616-451-2787 x 1104 800-676-2787 x 1104 FAX: 616-831-9689

[Mary\\_Kolenda@ferris.edu](mailto:Mary_Kolenda@ferris.edu)

# GRADUATION DAY REMINDERS

- On Friday, May 6 a *mandatory* rehearsal will be held at Fountain Street Church, 24 Fountain NE. Please assemble in the church at 10:00am.
- On Saturday, May 7 please assemble at 10:00am in the Kendall lobby - in your cap and gown - and line up according to your major and last name. We will dispense your name/major card, just like at rehearsal, during the line-up. **IN THE EVENT OF A VERY HEAVY RAIN OR STORM, WE WILL LINE UP AT THE CHURCH, BUT ONLY IN THE EVENT OF A REAL DOWNPOUR.**
- Your tassel is to be worn on the right side of your cap until you have received your degree.
- All graduates and faculty/staff are asked to leave their caps on during the Commencement ceremony.
- When the program chair for your major approaches the lectern and addresses the graduates from your major, all graduates with that major should rise and proceed to the front of the church to await crossing the stage when your name is called.
- After conferring a degree, the President will shake hands with each graduate and offer congratulations. Graduates should be prepared to receive the diploma cover with their left hand and to accept the President's congratulations with their right hand.
- MFA recipients will carry their hoods with them to the ceremony, and will be individually "hooded" by Dr. Evans on stage. This will be demonstrated at the rehearsal.





# GRADUATION CHECKLIST

- Submit *Application for Degree* to Student Services
- Submit Digital Image to Student Services
- Order Cap and Gown (OR)

Notify Registrar if you are not participating in Graduation Ceremony  
(Mary\_Kolenda@ferris.edu)

- Attend Annual Student Exhibition Meeting, contact department chair for information
- If moving after graduation, be sure a correct permanent address is on file (check MyFSU)
  - Check MyFSU account for any holds (library fines, outstanding tuition balance, etc.)
- Complete Direct Loan Exit Counseling and/or Perkins Loan Papers (if applicable)
- Pick up (10) Graduation Announcements from Student Services
- Install artwork for Student Exhibition during April 27<sup>th</sup>- May 2<sup>nd</sup>
- Attend Exhibition Opening, Tuesday May 3<sup>rd</sup>, 4pm-7pm
- Attend Commencement Rehearsal, meet at Fountain Street Church, 10am on May 6<sup>th</sup>
- Attend Commencement Ceremony, meet in Kendall lobby, 10am on May 7<sup>th</sup>