TUSKEGEE UNIVERSITY
SPRING 2018 COMMENCEMENT
FREQUENTLY ASKED QUESTIONS

- How do I know if I am eligible to participate in the Graduation Ceremony?
  - To participate in the Graduation Rehearsal and the Ceremony all students must be FINANCIALLY and ACADEMICALLY CLEARED.
  - Notification of your status will be posted on TigerWeb.

- When is Spring 2018 Graduation?
  - DVM Graduate: Friday, May 5, 2018
  - Undergraduates & Graduate: Saturday, May 12, 2018

- Where will Spring 2018 Graduation Ceremony be held?
  - DVM Graduates: Tuskegee University Chapel
  - Undergraduates & Graduates: James “Chappie” Center Arena

- What time will Spring 2018 Graduation Ceremony be held?
  - DVM Graduates:
  - Undergraduates & Graduates: 10:00 a.m.

- What should I do to ensure that I am Financially Cleared prior to Spring 2018 Graduation?
  - Check your Account via TigerWeb to determine if you have any outstanding balance, fines (Library, Parking Tickets, Dorm, Apartment, etc.).
  - Ensure you pay your graduation fee ($30) before April 30, 2018
  - Access www.studentloans.gov and complete your Exit Interview.

- How early will the doors of James “Chappie” Center Arena be open?
  - Tentatively, 7:30 a.m.

- Is the Baccalaureate mandatory?
  - It is expected that all graduates will attend the Baccalaureate ceremony.

- What time and where will the Baccalaureate be held?
  - It will take place on Friday, May 11 at 10:00 in the Tuskegee University Chapel.

- What is the required Baccalaureate attire?
  - Caps and Gowns, no Hoods.

- Can family and friends attend the Baccalaureate event?
  - Most definitely.

- Do we need tickets for the Baccalaureate?
  - No.
• How do I obtain tickets for the Graduation Ceremony?
  o Tickets for graduation will be distributed following graduation rehearsal on Thursday, May 10 at 10:00.
• How many tickets will I receive?
  o Five.
• Will extra tickets be available? If so, how can I receive them?
  o Students must complete the form that is on the website listed below to request additional tickets to commencement. (Parents cannot complete the form.) However, completing the form does not guarantee that a student will receive the number of extra tickets requested. If extra tickets become available, they will be distributed on a first-come-first-serve basis, based on the forms submitted. This is the link: www.tuskegee.edu/commencementticketrequest
• What if I arrive late for the Graduation Ceremony?
  o The doors to Chappie James will be closed once the Graduation Ceremony begins. Given the latter, you should make plans well in advance to arrive very early.
• What should I do if I am not receiving any email updates/instructions about Spring 2018 Graduation Ceremony?
  o Contact Information Technology at 334-727-8040.
• Is Graduation Rehearsal mandatory?
  o Yes
• What if my name is not on the Rehearsal list?
  o You should sit in the seats (left or right) and observe the practice. Upon completion of the rehearsal please visit the Office of the Registrar and wait to be called by the Degree Auditor. Your file will be reviewed and you will be informed accordingly.
    ▪ Do not visit the Office of the Registrar during the Rehearsal because the Registrar and Degree Auditor will be at rehearsal.
    ▪ While we understand that you might be upset we ask that you remain calm, patient and respectful until we are able to address the concerns.
  o Your Department Head and the Office of the Registrar will work together to ensure all students are cleared in a timely manner.
  o You are encouraged to see your Department Head prior to rehearsal for updates.
  o If you have transfer credits pending please check your TigerWeb to ensure the course credits have been posted. If not, send an email to the Registrar ebromfield@tuskegee.edu | Provide the name of the University/College, when and where the Transcript was sent.
  o It is important to check your TigerWeb for your Clearance Status.
• What if I am unable to participate in the mandatory rehearsal?
  o Contact the Dean of your College/School and explain the circumstances;
With the written authorization of the Dean, identify an individual to serve as a proxy at the rehearsal; and

- The proxy is responsible for receiving and conveying to the degree candidate: graduation tickets and all pertinent instructions.

### What if I do not wish to participate in the Graduation Ceremony?
- Send an email to the Registrar (ebromfield@tuskegee.edu).
- Include your name, ID#, major and statement indicating that you will not be participating in the Graduation Ceremony.

### How early should students plan to arrive before the Graduation Ceremony?
- 8:45 a.m.

### How will I receive my Diploma if I will not be participating in the Graduation Ceremony?
- You can pick up your Diploma in-person from the Office of the Registrar
- Opening Hours: M-F | 8 a.m. – 12 noon and 1:00 p.m. – 4:30 p.m.
- Via Certified/Return Receipt Mail
  - Clearly printed mailing address
  - Include your Name, ID # and Major
  - Money Order payable to Tuskegee University: $10
  - Mail: Office of the Registrar | 136 Kresge Center | Tuskegee, AL 36088

### Can I have a friend collect my Diploma?
- No

### Will I receive my Diploma when I walk across the stage?
- No. You will be instructed to report to your building designated for your College/Department. You will be required to sign for your Diploma with your student ID.
- You will receive your Diploma cover during Commencement.

### How will I know if I will receive Honors?
- Honors are awarded to Undergraduates and DVMs ONLY based their Fall 2017 CGPA NOT Spring 2018
- Honors (we do not round off CGPA)
  - Cum Laude: 3.25
  - Magna Cum Laude: 3.50
  - Summa Cum Laude: 3.75

### Will I be recognized for Academic Honors at the Graduation Ceremony?
- Yes. The Honors will be called after your name is announced.

### How can I get a letter of my intent to Graduate for Family members needing for a Travel Visa?
- Contact the Office of the Registrar | 136 Kresge Center or 334-727-8505

### Is there a Hooding Ceremony?
- Doctoral Candidates are “Hooded” on stage by their Major Professor(s)
- **Do I have to wear a Cap and Gown?**
  - Yes, all graduates attending the Graduation Ceremony must wear the traditional cap and gown.
  - Visit or contact the University Bookstore located in Margaret Murray Washington Hall

- **What is the cost for the Cap and Gown Package?**
  - Visit or contact the University Bookstore located in Margaret Murray Washington Hall to obtain information about cost.

- **How do I wear my Tassel before my Degree is conferred?**
  - It is to be worn on the right side before conferral.

- **When do I turn my Tassel?**
  - You turn your tassel upon the instruction of the University President.

- **Where or when do I get my Honors Cord or Honor Stole?**
  - Following rehearsal

- **Can I purchase my Cap and Gown from somewhere else other than the University’s Bookstore?**
  - No. The University has a Contract with Jostens, which prohibits purchase from other source(s).

- **How will I obtain a copy of my Transcripts with my Degree conferred?**
  - Complete request from the Office of the Registrar’s Service Counter
  - Electronically: www.tuskegee.edu/transcripts
  - Cost: $11.50 per copy
  - Advance request: Select “Hold for posting of Degree”
  - Graduates requesting Transcripts and/or Diplomas must be Academically and Financially Cleared.

- **When will my Degree be noted on my Official Transcript?**
  - Generally, within a week following Commencement the Office of the Registrar will post the Degree earned on students’ transcripts.

- **Can I have a friend pick up my Transcript?**
  - No. We will mail your transcript per your request online or in person.

- **Do you have Transcript Request “Same Day” service?**
  - No. All (Electronic/In-Person) Transcripts are processed within 72 hours
  - The National Student Clearinghouse processes our Electronic Requests. The Office of the Registrar does not process electronic transcripts.

- **What is the required protocol during the Graduation Ceremony? That is, attire and conduct?**
  - Female Attire: Business attire.
  - Male Attire: Business attire.
  - Conduct during Graduation Ceremony: Let us be mindful of the dignity associated with an occasion of this nature—especially with the eyes of the world upon us.
- Can I decorate my Graduation Cap?
  - Modestly and in two-dimension, not three dimension.

- Where can I purchase additional items, such as printed Graduation Announcements, Class Ring, and Diploma Frame?
  - Visit or contact the University Bookstore located in Margaret Murray Washington Hall

- What if my name is spelled incorrectly on my Diploma?
  - Return the original Diploma to the Office of the Registrar in-person or via postal mail (Certified only): Office of the Registrar | 136 Kresge Center | AL, 36088
  - If your name was legally changed. Ex. Marriage – a copy of your Marriage Certificate is required.
  - NB: Student had the opportunity to indicate the correct spelling of their names when they submitted their Graduation Application.

- A member of my family is physically disabled. What services are provided during the Graduation Ceremony?
  - Immediately inform the Ushers.

- Does the University provide Wheel Chairs for the physically disabled?
  - No.

- Does James “Chappie” Center Arena have elevators?
  - Yes.

- What if a family member becomes sick? Do you have an Ambulance on site in case of an Emergency?
  - Yes.

- Who is the contact person(s) for Special Accommodation requests?
  - Contact Mrs. Calhoun at 334-727-8322.

- Is there a place to store my personal belonging?
  - No. We recommend you ask a family member to keep your personal belongings.

- Can I take my cell phone with me during the Ceremony?
  - In the silent, vibrate, or off position.

- Will there be photographs and/or videos available to purchase?
  - Yes.

- Where do I go if I arrive late and everyone is seated?
  - Make every effort to arrive as requested. The doors will close once the Commencement Ceremony begins.

- Where do we line up prior to the Graduation Ceremony?
  - Luther Foster Hall. Further information to be provided by email.

- My Family and Supporters are unable to attend the Graduation Ceremony. Will Livestream be available?
  - Yes (www.tuskegee.edu/Live)
What happens if the Marshall informs me that my name is not on the list of Graduates cleared to participate the morning of Graduation?

- To prevent this occurrence all students are required to check their TigerWeb to determine their Clearance status prior to Rehearsal.
- Every effort will be made by the Office of the Bursar and Office of the Registrar to ensure students who are eligible (Financially and Academically) are cleared the day prior to the Graduation Ceremony.

Where can I get additional copies of the Spring 2018 Commencement Program?

- After the ceremony, one may choose to collect those left in the seats.

What if Chappie “James” Center Arena is full?

- Overflow seating will be provided in the University Chapel as well as in the Kellogg Conference Center Auditorium.

Is re-entry permitted for Chappie “James” Center Arena?

- Given that it is a ticketed event, re-entry would only be permitted in extraordinary or emergency circumstances.

What if my information in the Commencement Program is incorrect?

- Visit or contact the University Bookstore located in Margaret Murray Washington Hall

Can a member of my family come to the front of the stage to take my picture?

- No

Will there be a Summer 2018 Commencement if I am not eligible to participate in Spring 2018 Commencement?

- Summer Commencement is scheduled for Friday, July 27, 2018.

How long is the Graduation Ceremony?

- A guestimate? 12:45 p.m.

Can I leave after walking across the Stage?

- No. You will be directed to your seat by a Marshall.

Who do I contact if I have additional questions/concerns?

- Dean Gray – ggray@tuskegee.edu