I am writing to acquaint you with the schedule of activities ancillary to and including the May 2014 Commencement Programs which will be held on Friday, May 9, 2014 and Saturday, May 10, 2014.

PLEASE NOTE: The following information DOES NOT apply to undergraduate or graduate candidates in the College of Pharmacy & Health Sciences. The application and all other information regarding the CPHS graduation ceremony may be found at the following link: http://www.campbell.edu/cphs/student-life/graduation/student-information/

*The Application for Graduation is the Essential Key to the Process:*

We must insist on having an Application for Graduation no later than Friday, March 7, 2014 for every candidate who plans to graduate on Friday, May 9, 2014 or on Saturday, May 10, 2014. To assure that your diploma is available at graduation, we must have your Application for Graduation by Friday, March 7, 2014. The Application for Graduation is the “key” that initiates your graduation process:

1. Adds your name to the candidate list—
2. Assures that the Registrar’s Office or the appropriate Graduate or Professional School performs a final audit of your record to certify your graduation—
3. Assures that the Registrar’s Office has the most recent address, email, and contact information should we need to reach you quickly—
4. Assures that you receive information pertinent to the graduation activities as they become available or should changes in time or venue occur—
5. Assures that once your degree has been certified that your transcripts are properly annotated with your graduation information including any honor you may have received plus your rank in class (for undergraduates).

Undergraduate candidates, please use the Application for Graduation available through the Registrar’s Office on the main campus, the administrative office on the Extended Campuses. If you would like us to mail you one, we will be happy to do so. You can request by email to mclambm@campbell.edu or mcgirt@campbell.edu. Please include the address to which the Application for Graduation should be mailed.

*Academic attire: Caps, Gowns, and Hoods, if applicable:*

All graduation invitations and academic regalia (caps, gowns, and hood—if applicable to your degree) are available for purchase through Barnes & Noble, the Campbell University Bookstore. Only University approved graduation apparel will be permitted at the ceremonies. A Graduation Fair to be hosted by Barnes & Noble at Campbell University and Balfour will be held in Britt Hall on Monday, March 10 and Tuesday, March 11 between the hours of 11:00 a.m. and 5:00 p.m. Balfour representatives will be onsite to assist in Personalized Announcement and Official Class Ring orders. The Grad Fair is the first day graduates can begin purchasing regalia. If you are unable to attend the Grad Fair you may place your regalia order over the phone at 910-893-1455 if you wish for in-store pickup. All ship orders can be placed through our regalia company’s website. Please visit the Registrar’s webpage for the proper link.
Events and Venues

A graduation briefing/rehearsal will be held in the J. Clyde Turner Auditorium of the D. Rich Building on Wednesday, April 23, 2014 at 4:00 p.m. This meeting will cover all details associated with the graduation ceremonies including specific instructions to candidates who will be graduating on Saturday, May 10, 2014. Important Note: This briefing/rehearsal does not apply to students graduating in the College of Pharmacy & Health Sciences’ ceremony on Friday, May 9, 2014. Attendance is suggested and appreciated.

A combined Senior Dinner and Faculty Awards Dinner will be held in Gore Arena of the John W. Pope Convocation Center on Wednesday, April 23, 2014, at 5:00 PM to be followed by a Baccalaureate Service in the Butler Chapel at 7:30 PM.

The following ceremonies will be held in the venues and at the times as they are indicated below:

- **Norman A. Wiggins School of Law**: 10:00 a.m. at the Meymandi Concert Hall, Duke Energy Center for the Performing Arts in Raleigh on Friday, May 9, 2014
- **The Divinity School**: 7:00 PM, Friday, May 9, 2014 in the J. Clyde Turner Auditorium in the D. Rich Building, Master of Arts in Christian Education, Master of Divinity, Doctor of Ministry
- **College of Pharmacy & Health Science**: 3:00 PM, Friday, May 9, 2014 in the John W. Pope Jr. Convocation Center
  - Bachelor of Science (General Sciences): BSGS Degrees
  - Bachelor of Science in Pharmaceutical Science: BSPS Degrees
  - Bachelor of Science in Clinical Research: BSCR Degrees
  - Master of Science in Pharmaceutical Science: MSPS Degrees
  - Master of Science in Clinical Research: MSCR Degrees
  - Master of Science in Public Health: MSPH Degrees
  - Doctor of Pharmacy: PHARM D Degrees
- **College of Arts & Sciences**: 9:00 AM, Saturday, May 10, 2014 Outside on the Academic Mall
  - Associate in Arts: AA Degrees
  - Bachelor of Applied Science: BAS Degrees
  - Bachelor of Health Science: BHS Degrees
  - Bachelor of Science (non CPHS candidates): BS Degrees
  - Bachelor of Arts: BA Degrees
- **School of Education**: 9:00 AM, Saturday, May 10, 2014 Outside on the Academic Mall
  - Bachelor of Science: BS Degrees
  - Bachelor of Social Work: BSW Degrees
  - Master of Education: M. Ed. Degrees
  - Master of School Administration: MSA Degrees
  - Master of Arts: MA Degrees
- **Lundy-Fetterman School of Business**: 9:00 AM, Saturday, May 10, 2014 Outside on the Academic Mall
  - Bachelor of Science (Economics): BS Degrees
  - Bachelor of Arts (Economics Pre-Law): BA Degrees
  - Bachelor of Business Administration: BBA Degrees
  - Master of Business Administration: MBA Degrees
The line-up for the programs to be held in the John W. Pope Jr. Convocation Center will form in the Fred McCall Practice Gymnasium located at the rear of the John W. Pope Jr. Convocation Center one hour before the ceremony is scheduled to begin so that candidates can be arranged and instructions reviewed prior to the processional to the Academic Mall. **Tickets Required for Saturday, May 10, 2014 Graduation Ceremonies (Rain plan):** Tickets will not be required if the ceremony is held outdoors.

Candidates presenting a picture identification may pick up their 4 tickets from the Registrar’s Office of the J.A. Campbell Administration Building from 8:30 a.m. – 4:30 p.m. beginning Thursday, April 24 – Thursday, May 1 or from the administrative office of their Extended Campus (Fort Bragg, Raleigh, Camp LeJeune). Honor Cords will also be available during these dates and times. Remember to qualify for honors as an undergraduate candidate, the minimum grade point average on 60 semester hours at Campbell University is a 3.5000 for Cum Laude, 3.700 for Magna Cum Laude, and 3.900 for Summa Cum Laude. Students who were approved for the Academic Forgiveness Policy are ineligible for graduation with honors.

**NOTE:** M. Ed. And M.A. candidates <ATTENTION!!> : If you are eligible to graduate WITH DISTINCTION your honor cord will be presented to you by an Administrative Associate in the School of Education, on the morning of graduation as we are lining up. Remember, you must have a 4.000 to qualify for graduation WITH DISTINCTION.

Please keep your tickets for the rain plan in a secure place, and please do not request additional tickets. Remember to have your guests’ tickets available for them on graduation day as replacement tickets will not be issued. Thank you for your cooperation and your understanding. On the morning of the ceremony, we are always approached by those who have lost or forgotten their tickets. For obvious reasons our response to these candidates and their guests is that those without tickets will be seated by our ushers if seats are still available just prior to the beginning of the ceremonies.

**A Word About Diplomas:**

The diploma that candidates receive as they cross the stage during the graduation ceremony is not the official diploma. Diplomas will be distributed in the Fred McCall Practice Gymnasium (where candidates lined-up for the ceremony) immediately following the program. Please note the following:

--If you apply after March 7, 2014, we cannot promise that we will have a diploma for you on graduation day as your name had to be submitted in a subsequent diploma order.

--If you are receiving an academic honor: Cum Laude, Magna Cum Laude, Summa Cum Laude or With Distinction (School of Education)—we will not have your diploma on graduation day as your diploma will have to be reordered with the appropriate honor printed upon it.

--If you have an outstanding account balance with the Business Office, your diploma and your transcripts will be placed on “hold” until your account issues have been satisfactorily resolved.

Diplomas not picked up on graduation day, diplomas that we have to reorder, and diplomas that are released by our Business Office will be mailed to the candidate at the address provided on the Application for Graduation.