MEMORANDUM

FROM: J. David McGirt
University Registrar

DATE: February 1, 2016

SUBJECT: Graduation Exercises (Please read carefully)

PLEASE NOTE: The following information DOES NOT apply to candidates in the College of Pharmacy & Health Sciences (undergraduates or graduates), Divinity School Candidates, or Law School Candidates. All Divinity School, Law School & CPHS (undergrad & graduate) candidates should check with their department regarding application process and ceremony times.

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

We must insist on having an Application for Graduation no later than Monday, March 14, 2016 for every candidate who plans to graduate on Friday, May 13, 2016 or on Saturday, May 14, 2016. To assure that your diploma is available at graduation, we must have your Application for Graduation by Monday, March 14, 2016. 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, if you are a Main Campus student please use the Application for Graduation available through the Registrar’s Office, either online at www.campbell.edu or in our office on the main campus. For undergraduates with the Adult & Online Education department please see the administrative office of your home location. 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 Wednesday, March 16 and Thursday, March 17 between the hours of 11:00 a.m. and 6:00 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 Registrars 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 27, 2016** at 4:00 p.m. This meeting will cover all details associated with the Saturday, May 14, 2016 graduation ceremonies including specific instructions to candidates. **Important Note:** This briefing/rehearsal does not apply to undergraduate students graduating in the College of Pharmacy & Health Sciences’ ceremony, the Divinity School ceremony or the Law School ceremony on Friday, May 13, 2016. 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 27, 2016, 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 AM, Friday, May 13, 2016 at the Meymandi Concert Hall at the Duke Energy Center for Performing Arts in Raleigh.

**The Divinity School:** 7:00 PM, Friday, May 13, 2016 in the J. Clyde Turner Auditorium in the D. Rich Building

**College of Pharmacy & Health Science:** 3:00 PM, Friday, May 13, 2016 in the John W. Pope Jr. Convocation Center. This ceremony will be for all CPHS programs: Undergraduate, Graduate and First-Professional.

**Main Campus Undergraduate and Graduate Degree Candidates:** 9:00 AM, Saturday, May 14, 2016 in the John W. Pope, Jr. Convocation Center. The ceremony will be held indoors rain or shine. The staging area for the morning Main Campus Ceremony will be in the Fred McCall Practice Gymnasium located in the rear of the John W. Pope Jr. Convocation Center **one hour** before the ceremony is set to begin. Candidates marching in the 9:00 a.m. ceremony should report to the Fred McCall Practice Gymnasium at 8:00 a.m. attired in cap and gown. Overflow for this ceremony will be located in Turner Auditorium via a live video feed. The video feed will also be broadcasted on Campbell University’s website for those unable to make it to the ceremony and wish to watch. Admission to the venue for families and guests is by ticket. **TICKETS WILL BE REQUIRED FOR THIS EVENT:** Tickets may be obtained from the Registrar’s Office from 8:30 a.m. – 4:30 p.m. beginning Friday, April 29 – Thursday, May 12, 2016. The amount of tickets allowed per student is TBA. We will be sending out this information closer to time of graduation. **Please keep your tickets for the Saturday morning ceremony 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.

**Adult & Online Education Campuses graduation candidates:** 3:00 p.m., Saturday, May 14, 2016 in Turner Auditorium located in the D. Rich Building on Campbell University’s Main Campus. The ceremony will be held indoors rain or shine. The staging area for the afternoon Adult & Online Education Ceremony will be held in Butler Chapel located in the building across from D. Rich Hall **one hour** before the ceremony is set to begin. The candidates participating in the 3:00 p.m. ceremony should report to Butler Chapel at 2:00 p.m. attired in cap and gown. Overflow will be located in the adjoining classrooms to Turner Auditorium via live video feed. The video feed will also be broadcasted on Campbell University’s website for those unable to make it to the ceremony and wish to watch. **TICKETS ARE NOT REQUIRED FOR THIS EVENT:** At this time, there will be no tickets needed for the Adult & Online Education Ceremony in the afternoon. Overflow will be located in the adjoining classrooms to Turner Auditorium via live video feed. The video feed will also be broadcasted on Campbell University’s website for those unable to make it to the ceremony and wish to watch.
Please check our Website at http://www.campbell.edu/academics/registrars-office/graduation/. An Excel spreadsheet including the candidates’ names, campus location and ceremony time will be included to eliminate confusion about which ceremony a candidate should attend.

Honors:
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. All graduate/first-professional level students please see your appropriate department for honors eligibility, as it differs from school to school.

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 14, 2016, 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. The Business Office will have these diplomas in hand.

--If you are participating only, under the auspices of the Request to Participate in Commencement.

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.