MEMORANDUM

TO: Prospective Graduates
FROM: J. David McGirt
       University Registrar
DATE: February 5, 2013
SUBJECT: Graduation Exercises (Please read carefully)

I am writing to acquaint you with the schedule of activities ancillary to and including the May 2013 Commencement Programs which will be held on Friday, May 10, 2013 and Saturday, May 11, 2013.

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

We must insist on having an Application for Graduation no later than Wednesday, May 1, 2013 for every candidate who plans to graduate on Friday, May 10, 2013 or on Saturday, May 11, 2013. To assure that your diploma is available at graduation, we must have your Application for Graduation by Friday, March 1, 2013. 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 mcclambm@campbell.edu or mcgirt@campbell.edu. Please include the address to which the Application for Graduation should be mailed.

**ATTN: UNDERGRADUATE CANDIDATES IN THE COLLEGE OF PHARMACY & HEALTH SCIENCES** should complete the application available at the following link: [http://www.campbell.edu/cphs/student-life/graduation/](http://www.campbell.edu/cphs/student-life/graduation/)

**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 the Barnes and Noble at 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 25 and Tuesday, March 26 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**
Place orders for graduation announcements and class rings Monday, February 18 – Tuesday, February 19 at the Barnes and Noble Campus Bookstore in Britt Hall on the Main Campus. You may also place your order for academic regalia (caps, gowns, and hoods—if applicable to your degree). Only University approved graduation apparel will be permitted at the ceremonies. The Bookstore has an order form that you must complete to purchase your approved graduation attire. The Bookstore will post a link to this form on our Website under the Registrar’s graduation information link. While graduation announcements are available in the Bookstore, those wishing to order personalized graduation announcements may do so on-line at www.Balfour.com.

A Graduation Fair to be hosted by the Campbell University Barnes & Noble Bookstore and the Balfour company will be held in or adjacent to Britt Hall on Monday, March 25 and Tuesday, March 26, 2013, between the hours of 11:00 a.m. and 6:00 p.m.

A graduation briefing/rehearsal will be held in the J. Clyde Turner Auditorium of the D. Rich Building on Wednesday, April 10, 2013 at 4:00 p.m. This meeting will cover all details associated with the graduation ceremonies including specific instructions to candidates. Important Note: This briefing/rehearsal does not apply to students graduating in the College of Pharmacy & Health Sciences ceremony on May 10, 2013. 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 24, 2013, 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 10, 2013 Raleigh Convention Center
- **The Divinity School** 7:00 PM, Friday, May 10, 2013 J. Clyde Turner Auditorium
  - Master of Arts in Christian Education
  - Master of Divinity
  - Doctor of Ministry

The College of Pharmacy and Health Science has posted all CPHS graduation information at the following link on the Campbell University Website: [http://www.campbell.edu/cphs/student-life/graduation/](http://www.campbell.edu/cphs/student-life/graduation/)

- **College of Pharmacy & Health Science** 3:00 PM, Friday, May 10, 2013 John W. Pope Convocation Center
  - Bachelor of Pharmacy (General Sciences) PHARM D Degrees
  - Bachelor of Science in Pharmaceutical Science BPS 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
  - Doctor of Pharmacy

- **College of Arts & Sciences** 9:00 AM, Saturday, May 11, 2013 John W. Pope Convocation Center
  - Associate in Arts AA Degrees
  - Bachelor of Science in 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** 3:00 PM, Saturday, May 11, 2013 John W. Pope Convocation Center
  - 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** 3:00 PM, Saturday, May 11, 2013 John W. Pope Convocation Center
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
Master of Trust & Wealth Management  MTWIM Degrees

The line-up for the programs to be held in the John W. Pope Convocation Center will form in the Fred McCall Practice Gymnasium located at the rear of the John W. Pope Convocation Center one hour before each ceremony is scheduled to begin so that candidates can be arranged and instructions reviewed prior to the processional. Thus, for the Saturday morning ceremony, candidates should report in cap and gown at 8:00 a.m. and for the afternoon ceremony candidates should report at 2:00 p.m. Please be alert to notices from the dean of your school or program as these may be forthcoming.

Tickets Required for Saturday, May 11, 2013 Graduation Ceremonies:

Admission to both graduation ceremonies on Saturday, May 11, 2013 will be by ticket only. Each candidate will be issued eight (8) tickets. Candidates presenting a picture identification may pick up their 8 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 25 – Thursday, May 2 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 my Ms. Lou Sherman, Administrative Associate in the School of Education, on the afternoon of graduation as we are lining up. Remember, you must have a 4.000 to qualify for graduation WITH DISTINCTION.

Please do not request additional tickets, and please 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. Those without tickets will be seated by our ushers if seats are still available just prior to the beginning of the ceremonies.

To Reserve a Position in the Graduation Processional:

If you plan to participate in the May graduation program, please follow the link to the University Website, complete the Graduation Participation Card and hit the “SUBMIT” command button so that we can reserve your place in the graduation lineup: www.campbell.edu. The Participation Card will remain on our Website through Wednesday, May 1, 2013, after which it will be removed. We must know your plans by this deadline in order to reserve your seat, prepare our name cards, number our chairs, and prepare the official “read from” list for the readers who will read your name from the stage. If you complete the PARTICIPATION CARD referenced above, you must also pick up your tickets during the times and dates specified.

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 1, 2013, 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.