COMMENCEMENT ACTIVITIES:  

**SATURDAY, May 10, 2008**

9:30 AM  
Plachy Hall Fieldhouse -- Procession  
for commencement begins formation.  
Graduates PLEASE be punctual as it takes time  
to line everyone up and pass out name cards.  
Thank You!

10:00 AM  
Plachy Hall -- Commencement Exercise begins.

**IMMEDIATELY FOLLOWING THE CEREMONY** -- Graduates and guests will be received in  
the Plachy Hall Fieldhouse.

All candidates are encouraged to be present at the commencement exercise, wearing cap and gown.  
We would appreciate written notice if you do not plan to participate in the ceremony.  You may fax  
this information in care of the Records Evaluator-719-587-7416.

It is your responsibility to ensure incomplete (IN) coursework from previous semesters related  
to graduation requirements (general education, major, minor requirements) has been completed.  
Students who are completing coursework at other institutions and have permission to be a spring  
candidate must have all coursework completed by **June 7, 2008**.  All final grades and official  
transcripts for above coursework must be received by the Records Evaluator’s office by June 7, 2007.  
Any student who is not able to meet the above deadline will be deleted from the spring graduation list  
and will have to re-apply for graduation.

**Note:** If you are completing requirements through our Extended Studies Campus program,  
although you are given a year to complete your work through this program, your graduation  
course completion deadline is **June 7, 2008**.  All course work must be completed and your grade  
must be posted by this date.  If you cannot meet this deadline please submit an application for  
a subsequent semester.

Masters candidates are responsible for having **all transcripts** for pre-requisite courses and courses  
transferred for the master’s degree to the Graduate Office by the same above deadline.

All accounts must be cleared with the Business Office, Financial Aid Office, Perkins Loan Officer  
and the Library BEFORE graduation.  **FAILURE TO DO SO WILL RESULT IN A HOLD BEING  
PLACED ON YOUR DIPLOMA and TRANSCRIPTS UNTIL YOUR ACCOUNT HAS BEEN  
CLEARED.**  **It is your responsibility to check with the above offices to see if you have a hold.**

Your diploma and an official copy of your final transcript will be mailed approximately **six to eight**  
weeks after the end of the term.  Please check the transcript carefully and if you feel there is an error,  
please notify the Records Evaluator.  Please be sure we have a current DIPLOMA MAILING  
address.  You can not change this via portal and must contact the Records Evaluator at 719-587-7721  
at your earliest convenience.

The commencement exercise is designed for graduates, their families and their friends. Doors will be  
opened for families and guests at **9:00 AM**.

**In respect for all graduates, persons in the graduating class and audience shall refrain from any  
action or symbol, which detracts from the approved program. NO special arrangements can be  
made for members of the graduates' families to participate in the platform activities.**
Please Read Carefully!!!!

There WILL NOT be a rehearsal.

INSTRUCTIONS FOR GRADUATES:

1. Caps should be worn level.
2. BA and BS candidates should wear tassels on the right until it is changed at the time of conferring the degrees.
3. MA candidates should wear tassels on the left.
4. The procession from the track area into the gym will form alphabetically within schools – AS, AA, Arts & Letters, School of Business, Science, Mathematics & Technology, Education and Graduate Studies, and MA candidates.
5. Each candidate will be given a 3x5 name card by the Dept. Chair of his/her major, which should be presented at the time his/her name is to be read.
6. When candidates are asked to approach the platform to receive diploma covers, all candidates will go forward to the right of the platform (as they face the speakers) in alphabetical order. After receiving his/her diploma cover, each candidate will exit across the platform and return to his/her seat.

CAPS, GOWNS, TASSELS and ANNOUNCEMENTS—Join us for Senior Celebration Day at the Student Union Building, Wednesday, April 2 from 11:00 a.m. – 3:00 p.m. You may also contact the ASC Bookstore for more information at 719-587-7912.

UNDERGRADUATE HONORS
Undergraduate students who will be graduating with honors (cumulative 3.5 or above) will be given a white tassel the morning of commencement. Please check in at the table in the Fieldhouse that morning. You do not need to purchase a green tassel unless you want to.

MA CANDIDATES will be "hooded" during the commencement ceremony. The hood is loaned to you for the duration of the ceremony and you are expected to turn them in immediately AFTER the ceremony unless you have made other arrangements with the Records Evaluator. Failure to return the hood will result in a HOLD being placed on your diploma and on all transcript requests, and you will be charged $100.00 (our cost for replacing the hood). You will be asked to sign in prior to the ceremony, as well as after the ceremony when you return your hood. A table will be set up inside the Fieldhouse.