Congratulations, Prospective Graduate:

Preparations are now underway for the December Commencement Exercises for Morgan State University on Friday, December 18, 2015. We are providing this important information to help make your Commencement an enjoyable and memorable one. Please review the material and share appropriate portions of it with family and expected guests. We are looking forward to seeing you on December 18, 2015. We wish you a happy day; you have earned it!

For Your Guests

COMMENCEMENT LOCATION AND TIME
The Commencement Ceremonies will be held in the Talmadge Hill Field House and will begin promptly at 10:00 a.m. Guests should be seated by 9:00 a.m. to witness the procession. Graduating students may have a maximum of six guests attend the Ceremonies, and students may pick up six admit tickets after Graduation Rehearsal on Thursday, December 17, 2015. Guests without admit tickets will not be admitted to the Field House, but will be directed to satellite locations in Murphy Fine Arts Center to view the ceremonies on closed-circuit broadcast.

PARKING AND SEATING FOR THE MOBILITY-IMPAIRED
Parking for guests who have impaired mobility will be available on Lot CC/LR (Christian Center/Library Roadway) and Lot X (parking lot adjacent to the Fine Arts Center). There will be a designated shuttle service to the Commencement Exercises available to transport those guests who park on Lot X. Police officers will be strategically located throughout the campus to provide traffic and parking directions. Guests with mobility impairments and admit tickets will be able to sit in designated areas. Ushers will be available to provide instructions and assistance. Professional signers will sign for the hearing-impaired.

GENERAL PARKING
Complimentary parking will be available at the Commons Garage (adjacent to the University Student Center) and Commuter Lot Y.
behind Murphy Fine Arts Center. For the convenience of your guests, shuttle services will be provided from Lot Y to the Commencement Ceremonies and will be available for the mobility-impaired.

**FIRST AID**
For first-aid services, graduates should see the marshals, and guests should see the ushers.

**RADIO BROADCAST**
The Commencement Ceremonies will be broadcast live over WEAA-FM Radio Station, 88.9 FM, and live-streamed at morgan.edu/commencement.

**For the Graduates**

**ELIGIBILITY**
The policy of Morgan State University is that only persons who have applied for graduation by the published deadline and have completed ALL academic and financial requirements for graduation may participate in the Commencement Ceremonies. There are no exceptions to this rule! In addition, participation in the Commencement Ceremonies, receipt of graduation invitations, the appearance of names in the printed program, or receipt of this information packet will not be considered evidence of graduation.

**FINANCIAL OBLIGATIONS**
The Graduation Fee for all candidates is $75.00. Students’ TOTAL accounts, including any tuition, fees, and fines, MUST be settled in full on or before November 23, 2015. All payments must be made by cash, certified check, credit card, or money order—no personal checks. If any charges are reported to the Bursar’s Office, Montebello 124A, after November 23, 2015, students will be notified so that payment may be made immediately.

Students should make certified checks or money orders for the amount due payable to Morgan State University. NO PERSONAL CHECKS WILL BE ACCEPTED. If additional information is needed, call 443-885-3108.

**NDSL/Perkins Loan Exit Interview**
All students who received NDSL/Perkins Loans must report to the Bursar’s Office (Montebello 124-A) for their exit interviews between November 23—November 30, 2015, from 10:00 a.m. to 12:00 noon and 2:00 p.m. to 4:00 p.m. All other exit interviews may be scheduled with the NDSL Coordinator by appointment at 443-885-3010 or 3189, or by e-mail at bursar@morgan.edu.

**Federal Education Loan/Federal Direct Loan Programs**
(Subsidized/Unsubsidized STAFFORD)
All students who received Subsidized/Unsubsidized Stafford Loans must complete the required Loan Exit Interview online at www.studentloans.gov prior to the last day of classes for the Fall 2015 semester. Students should contact the Loan Department with any questions or concerns: 443-885-3637.

**FINAL EXAMINATIONS**
Final examinations for graduating seniors and graduate students will be given on November 30—December 5, 2015. A validated copy of the Application for Graduation will admit students to final examinations. Students who have not met the requirements by December 9, 2015 may not be certified in time for graduation.

**CERTIFICATION FOR GRADUATION**
The Office of Records and Registration will certify students academically for graduation via e-mail. Students with questions or concerns may consult with that office between Monday, December 14, 2015, and Wednesday, December 16, 2015, to determine if they have been certified academically for graduation. Under no circumstances should they wait until after December 16, 2015, to make that determination. No certifications can take place on the day of rehearsal or on the day of Commencement.

**REHEARSAL**
Only students who have been certified for graduation may participate in the graduation rehearsal. Graduate degree recipients’ rehearsal will be at 9:00 a.m., on Thursday, December 17, 2015. Undergraduates will meet at 10:00 a.m. on the same day. Both rehearsals will be in Hill Field House. Chief Marshal, Dr. Milford Jeremiah, his associates and assistants, and the marshals for graduation will provide detailed instructions. Certified students must bring their caps, gowns and hoods to the rehearsal, and they will pose for a Class Photograph in academic regalia.

**GRADUATION ANNOUNCEMENTS, ACADEMIC REGALIA, ETC.**
Generic graduation announcements will be available in the Bookstore beginning November 1, 2015, at a cost of $19.98 for a package of 10. (NOTE: Packages will not be broken.) Personalized Announcements are available at 1-800-854-7464 or via the website at http://www.jostens.com.

Distribution of caps and gowns will begin during the December 2015 GradFest, the Bookstore’s appreciation
event for all graduates. GradFest will be held on Thursday, November 12, 2015, and Friday, November 13, 2015, from 10:00 a.m. – 4:00 p.m. A picture ID will be required for pick-up caps and gowns.

The MSU Bookstore will be open on Rehearsal Day, Thursday, December 17, 2015, from 8:30 a.m. to 6:00 p.m. A class ring representative will be available during rehearsal from 10:00 a.m. to 2:00 p.m. The Bookstore will also be open on Commencement Day, December 18, 2014, from 8:30 a.m. to 6:00 p.m. For questions about regalia or announcements, please telephone the Bookstore at 443-885-3075.

COMMENCEMENT ATTIRE
In order to participate in the Commencement Ceremonies, all graduates must wear the cap, gown, and hood prescribed by the University and purchased at the Morgan Bookstore. Females should wear dark dresses, shoes and hose, and they should wear small earrings to avoid harm to the ears when hooding. Men should wear dark trousers, dark shoes, a dress shirt and a tie. ROTC cadets who are commissioned in December will wear Dress Blues. Graduation attire should not be removed at any point during the Ceremonies, except by men, who will remove their caps during invocation, benediction and the singing of anthems and the Alma Mater.

REQUIRED PARTICIPATION IN COMMENCEMENT
All December 2015 graduates are required to participate in the December Commencement Ceremonies, unless excused. Undergraduates unable to attend must request to be excused in writing to the Provost and Senior Vice President for Academic Affairs, Dr. Gloria Gibson, Truth Hall 300. Graduate students must request to be excused in writing to Dr. Mark Garrison, Dean of the School of Graduate Studies, 310 McKeldin Center.

Commencement Day

ASSEMBLY OF GRADUATES
Graduates will assemble at 8:30 a.m. in the Ballroom of the University Student Center. They will, with the assistance of marshals, assemble by college/school:

- School of Graduate Studies
- College of Liberal Arts
- School of Architecture and Planning
- School of Business and Management
- School of Community Health and Policy
- School of Computer, Mathematical and Natural Sciences
- School of Education and Urban Studies
- School of Engineering
- School of Global Journalism and Communication
- School of Social Work

Students should look for the signs identifying their academic units.

ACADEMIC PROCESSION
Once the students have assembled, the marshals will lead them down the procession route to Hill Field House. Upon reaching their seats, they will remain standing, facing the stage, until the Chief University Marshal turns the Ceremonies over to the President and the President instructs them to be seated.

CONFERRING OF DEGREES
First, the President will award degrees en masse according to degree level. Afterwards, certified graduates will walk across the stage individually, as their names are called, to receive their diploma tubes. Graduates will present their Certification Card to the reader when they approach the top of the stage. When the reader calls their names, they will proceed across the stage rapidly, without delay, in an orderly and dignified manner suitable for the occasion, to receive their diploma tubes from the Dean, shake the President’s hand and be photographed, and exit the opposite side of the stage. Upon returning to their seats, graduates must remain seated and depart together during the Recession from the Field House.

PHOTOGRAPHS OF GRADUATES
Graduates will be photographed individually as they walk across the stage and shake the President’s hand. Graduates will be contacted by the professional photographer to make arrangements for purchases.
DIPLOMA DISTRIBUTION
Actual diplomas will be mailed directly to students two to three weeks following Commencement after final academic and financial clearance. Students must ensure that the University has the address where they want their diplomas to be mailed. Students must remain for the entire Commencement Exercises, and they must present their Exit Cards to the Ushers immediately after the Graduation Ceremonies as they exit the Field House during the Recession in order to receive their diplomas by mail. They may not present those Exit Cards at any other time before the Ceremonies end.

GRADUATION WITH HONORS
In order to be considered for honors, candidates must have earned a minimum of sixty (60) credits at Morgan, must have earned no grades below “C,” and must have a cumulative average of at least 3.4.

Senior Portraits
Seniors may sit for Senior Portraits for the yearbook, by appointment, in Room 212-A of the University Student Center on the following dates:

Wednesday, December 9, 2015 through Saturday, December 12, 2015

Please visit www.photomagicmedia.com or call 1-855-416-0016 to make an appointment.

PLEASE NOTE
If students are unsuccessful in meeting graduation requirements for the Class of December 2015, they MUST RE-SUBMIT an application for graduation for May of 2016 according to the published deadline. This deadline applies to all students who complete requirements in mini-mester of 2016 or May of 2016. THEY MUST MEET BOTH FINANCIAL AND ACADEMIC REQUIREMENTS. No additional application fee is required.