

Congratulations Graduate!



Please read this commencement information carefully and follow the link below to complete a graduation checklist so you are fully prepared for your big day.

August 2018 Commencement Participant Information

Commencement Participation Policy

The August 2018 Commencement ceremony is for students who have completed requirements for a Baccalaureate degree (Center for Professional Advancement) or a Master's degree (Graduate Program) at Pfeiffer University. In order to participate in the ceremony, degree candidates must:

1. Have successfully completed ALL curriculum requirements. If you have any questions related to your curriculum requirements, contact the University Registrar at registrar@pfeiffer.edu or call (704) 463-3068.
2. **To ensure that you have completed everything needed for your special day, please complete the Graduate Checklist survey by clicking on this link:**
<https://forms.office.com/Pages/ResponsePage.aspx?id=8A-8ehpSAkWJN888NBhJyCPw0uX-CipIppHbV8CZXYVUNThPMFVHRTMwVTNBR1hHRjJCTkITUINVQi4u>

Completing this survey will also serve as your RSVP for participating in the commencement ceremony on August 4 and make you eligible for a random gift card drawing.

Commencement Time and Location

Pfeiffer University will host the Commencement Ceremony on **Saturday, August 4, 2018 at 1:00 pm at Friendship Missionary Baptist Church in Charlotte, North Carolina.**

Friendship Missionary Baptist Church is located at **3400 Beatties Ford Rd, Charlotte, NC 28216** and is accessible from I-85 (Exit 37). For detailed driving directions, use the above address in your GPS or other device. For more information about Friendship Missionary Baptist Church, visit their website at <http://www.friendshipcharlotte.org>.

Academic Regalia, Invitations and Announcements

All degree candidates participating in the Commencement ceremony must wear appropriate academic regalia. All degree candidates at Pfeiffer University wear caps, gowns, and the appropriate hood for the degree earned. In addition, students may wear honor cords or medallions if they are associated with Pfeiffer authorized student or academic organizations.

All degree candidates are able to purchase invitations to the Commencement ceremony and announcements of degree awarded. Regalia, invitations, and announcements are available for purchase online at www.herffjones.com/college/graduation. Please plan ahead to ensure timely delivery of these items. **NOTE: The last day for ordering is July 9, 2018.**

Arrival, Assembly and Line Up

- 1. Check in promptly at 11:30 am at the Conference Room on the first floor** (*See Figure 1*). Your guests will be directed upstairs to the east doors of the sanctuary on the second floor. Elevators are available. Guests are not permitted in the assembly rooms with students.

PFEIFFER COMMENCEMENT AT FRIENDSHIP MISSIONARY BAPTIST CHURCH
3400 Beatties Ford Road Charlotte, NC 28216

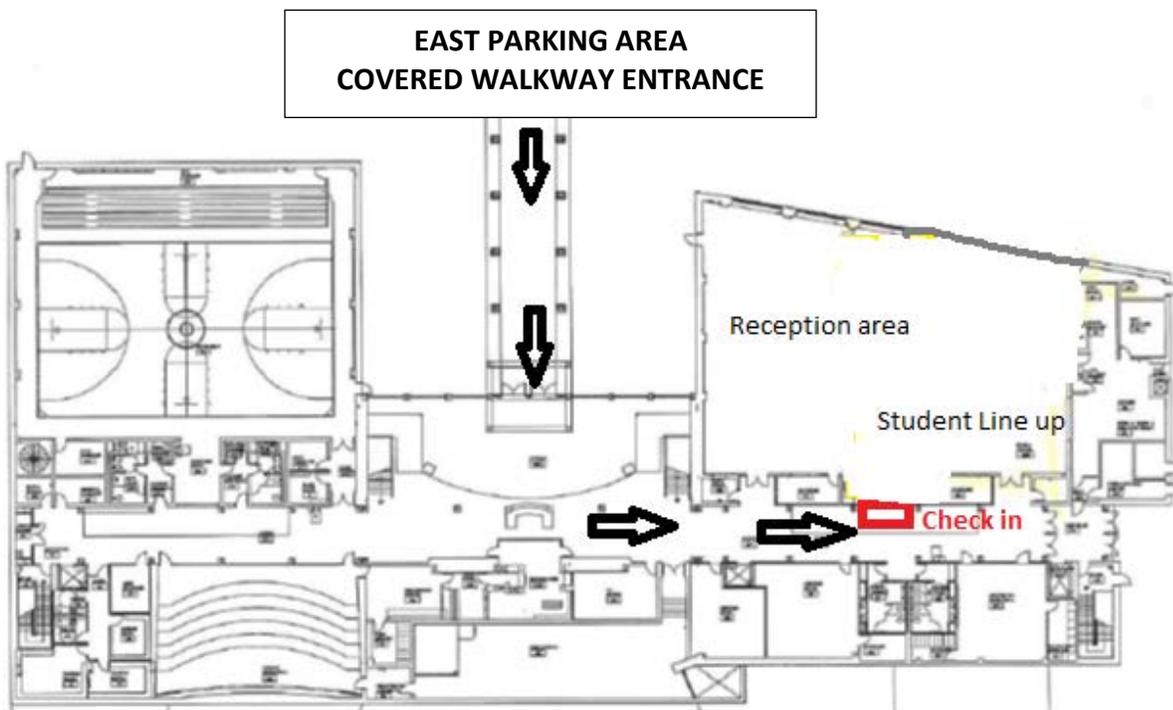


Figure 1. Conference Rooms First Floor

- You will receive a copy of the program and a name card with your line up number.** You must keep this card and hand it to designated staff to read your name as you cross the stage.
- Proceed immediately to your designated assembly room and follow signs to your assigned seating and remain there.**
- You must wear appropriate academic regalia.** Baccalaureate students: Wear your tassel on the right; move it to the left after you exit the stage. Graduate students: Carry your hood across your left arm and wear your tassel on the left. Wear comfortable dress shoes since you will be standing for a good portion of the ceremony. Jackets, purses, and personal items should be left with your guests since there is no secure storage. **Cell phones should be turned off.**
- During the assembly process, staff and marshals will organize student line up in alphabetical order within their degree.** You should be lined up ready for the processional by 12:30 pm.
- Marshals will lead you out of the assembly area at 12:45 pm and into the sanctuary.** You will be escorted to assigned student seating (*See Figure 2*) and you should remain standing until directed to be seated.

The Processional

1. Commencement marshals will escort graduates from the Conference Rooms B-C to the west entrance and will enter the sanctuary promptly at 1:00 pm. **We cannot place students in line after the procession begins.**
2. The procession will form in the following order:
 - a. Candidates for the baccalaureate degrees
 - b. Candidates for the graduate degrees
 - c. Deans and Program Directors
 - d. University Faculty by rank
 - e. Platform Party
3. Pews should be filled in as rapidly as possible under the direction of the marshals.
 - a. Please listen to and follow the marshals' directions.
 - b. Members of the procession and all guests will remain standing until the invocation is over.

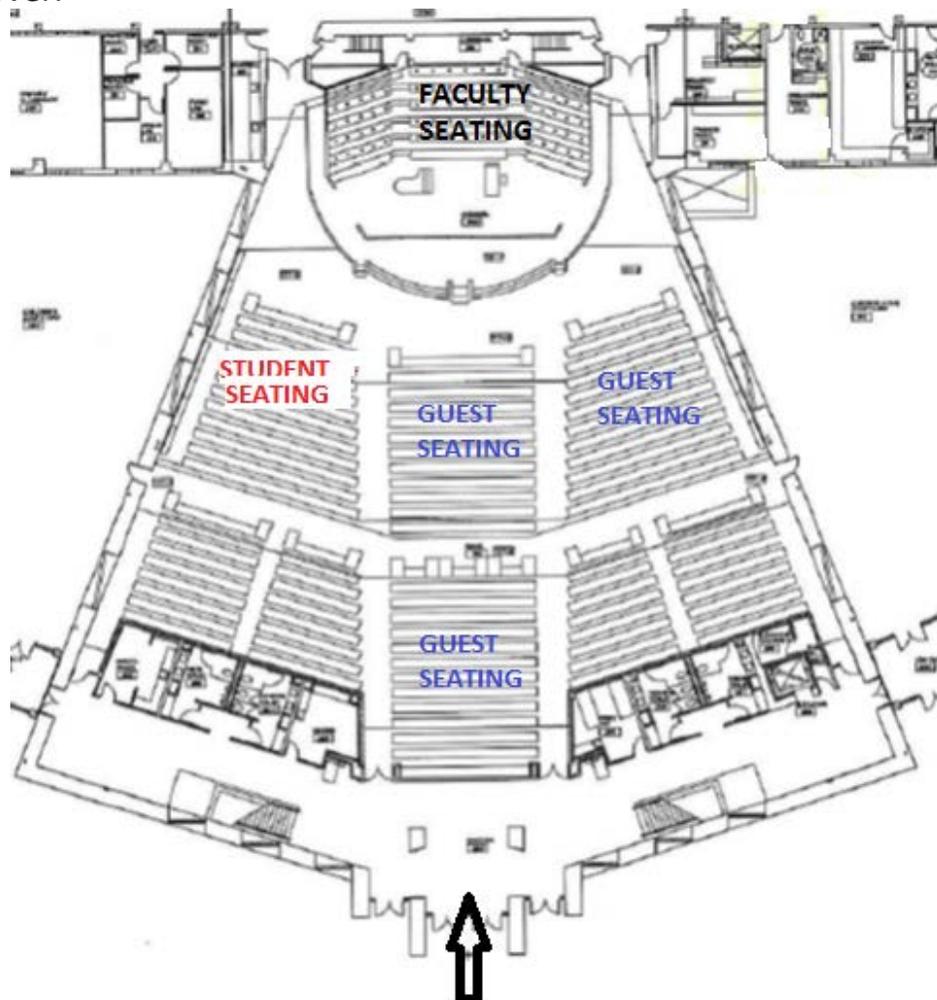


Figure 2. Sanctuary Seating Second Floor

Conferring of Degrees

1. Candidates for degrees will stand at the direction of Pfeiffer University's Provost.
2. The Provost will present degree candidates to the President for the conferral of all degrees.
3. You will remain seated while all other degree programs are recognized.
4. Under the direction of the marshals, Baccalaureate candidates will be escorted to the stage where you will:
 - a. Hand your name card to the person announcing graduates.
 - b. Proceed to the left side of the stage and walk across to receive your diploma cover from the President and shake hands (Note: an official photograph is taken at this point).
 - c. You will exit the platform on the right side, shake hands with the Assistant Dean, and return to your seat as directed by the marshals.
5. Under the direction of the marshals, Graduate candidates will be escorted to the stage where you will:
 - a. Hand your name cards to the person announcing graduates
 - b. Proceed to the left side of the platform for hooding by your Program Director. (Note: a photograph will be taken at this point).
 - c. Continue to the right side of the platform and receive your diploma cover from the President and shake hands (Note: a second official photograph will be taken at this point).
 - d. You will exit the platform on the right side, shake hands with the Dean from your program area, and return to your seat as directed by the marshals.

The Recessional

After singing the *Alma Mater* and praying the benediction, the platform party will exit first,

followed by the faculty, and then the graduates. Faculty will line the hallways so students can be led downstairs. Students should not break from the processional until they are safely down the stairs. Once downstairs, family members can greet graduates and celebrate with them in the Conference Center.

Reception for Graduates and their Guests

Refreshments will be in the Conference Center on the first floor. Graduates can have their personal photos taken by family members at the special Pfeiffer photo booth, purchase Pfeiffer gear, and greet faculty. Locate faculty from your degree area by the balloons with degree program acronyms.

Baccalaureate degree areas

BMALD	Business
BSN	Nursing
CRIMA	Criminal Justice
HA	Health Administration
HMRL	Human Relations

Masters degree areas

MBA	Business Administration
MSL	Leadership
MSFFI	Financial Fraud
MMFT	Marriage/Family Therapy
MHA	Health Administration
MAPT	Practical Theology
MATSP	Special Education
MSEE	Elementary Education

Key Information

1. Diplomas

- a. Diplomas are mailed to your home addresses approximately 4-6 weeks after your degree is conferred by the Registrar's Office. You can order an official transcript at www.getmytranscript.com as proof of graduation until your diploma arrives.

2. Photographs and Videos

- a. Individual photographs are taken by an independent photography company. Graduates will be sent information via their My.Pfeiffer email account regarding the purchase of graduation photos. Guests may take their own photos and videos of the ceremony from their seats, but **must not block the aisles or the view of other guests.**

3. Guests

- a. Friendship Missionary Baptist Church will open for students and their guests beginning at 11:30 am for the 1:00 pm ceremony. Balloons cannot be brought into the sanctuary as they obstruct the view of other guests. **Cell phones must be turned off.**
- b. Family and guests of graduates should be seated in the sanctuary at least 30 minutes before the scheduled start of the ceremony. **The commencement procession begins promptly at 1:00 pm.** Seating is on a first come, first serve basis. Reserving seats is not allowed. **NOTE: East entrance doors will close at 12:45 pm and no one will be allowed to enter through them. Guests arriving after 12:45 pm will be directed outside to the west entrance doors and will be permitted to enter only after all students are seated.**
- c. The sanctuary is a dignified setting and the ceremony is formal. Guests should hold “shout outs” and applause until all graduates have received their diplomas. This courtesy will ensure that all names are heard and acknowledged.

4. Special Assistance

- a. The sanctuary is handicap accessible with an elevator and designated parking. If you or your guest(s) require an auxiliary aid or service identified in the Americans with Disabilities Act, please contact Dr. Joanne Zukowski by e-mail at joanne.zukowski@pfeiffer.edu.

Frequently Asked Questions

Q. Do I have to be issued tickets for my guests to attend the ceremony?

A. No. Seating is on a first come, first serve basis for the commencement ceremony.

Q. What should I wear to commencement?

A. While you will be wearing a cap and gown over your outfit, it is suggested that you wear

business attire and dress shoes that are comfortable and easy to stand/walk in.

Q. Will I receive my diploma when I cross the stage?

A. No. You will receive a diploma cover when you cross the stage. Your diploma will be mailed to your home address after your degree has been conferred. Graduates who completed their degree requirements in December or May should have already received their diplomas.

Q. How will I know where to sit during the ceremony?

A. When you arrive, you will be given a card with your name and your position in the line for the processional. You will be escorted into the sanctuary by student marshals; just follow the person in front of you. As you approach the student marshal, listen to his/her directions and follow them.

Q. Where do I put my keys, cell phone, purse, etc.?

A. Do not bring anything with you that cannot be put in your pockets as there is no secure area in the assembly rooms. All cell phones should be turned off.

Q. May I participate in the commencement exercises if I have not completed all program and degree requirements?

A. No. Only degree candidates who have completed all curriculum requirements and have cleared all financial obligations to the University may participate in the ceremony. There are no exceptions.



CONGRATULATIONS!