



# METHODIST UNIVERSITY

April 5, 2018

To All Members of the Spring 2018 Graduating Class,

Congratulations! The faculty, staff, administration, and Board of Trustees join me in wishing you the very best as you complete your academic career at Methodist University. I look forward to greeting you personally on May 4, 2018, for rehearsal at 9 a.m. at the Crown Coliseum located at 1960 Coliseum Dr., Fayetteville, NC 28306.

As you know, commencement will be held on Saturday, May 5, 2018, at 2:00 p.m. at the Crown Coliseum. The number of guests that are expected will require the use of graduation tickets for seating. Each graduate will be issued 15 tickets.

A packet of information has been included with this letter. Please take the time to review the information and submit the required forms. If you have questions that are not answered in this packet, please contact Pam Ellis-Phipps at 910.630.7031 or [pellis@methodist.edu](mailto:pellis@methodist.edu). The information can also be accessed on the Methodist University website (<http://www.methodist.edu/graduation>).

Commencement is a festive, happy time! I am delighted that your families and friends will be able to share the occasion with you. Again, congratulations and best wishes.

Sincerely,

Delmas S. Crisp  
Provost

# GRADUATING SENIOR PACKET

Congratulations graduates!

If you have questions after reading the contents of this package, please contact the Academic Affairs Office at 910.630.7031.

## Graduation Participation Form

Use the form on the back page to indicate whether you will attend the graduation ceremony, the name of your sponsor for the hooding ceremony during graduation, and an address to contact you after graduation. The graduation participation form must be returned by **April 20, 2018**.

## Graduation Hooding Ceremony

Let us know the name of the sponsor (parent, spouse, child, faculty member, or friend) who will hood you during the graduation ceremony. The hooding ceremony takes place as you cross the stage to receive your diploma. Your sponsor, who holds the hood during the ceremony, will place the hood over your head just before Dr. Hancock shakes your hand and hands you your diploma.

Many of our graduates choose a sponsor who has made a positive impact on their time at the University. This includes parents, children, and even staff or faculty members. Your sponsor and their relationship to you will be announced as you walk across the stage.

The academic hood is a visual representation of your level of academic achievement and the scholastic degree being conferred. The hood is designed to be worn with the velvet side up and the small, tapered end in the front. The small tapered end has a cord you may attach to a shirt button to prevent the hood from riding against your neck. The velvet trim represents the learning discipline (major), the chevron represents the college conferring the degree, the lining represents the University, and the black shell is the traditional color determined by the Intercollegiate Bureau.

## Senior Survey

The Graduating Senior Survey allows you to provide feedback about your educational experiences at Methodist University. The survey is anonymous and is used to help us improve our programs and services. This survey will be emailed to your student account. You must complete the form before tickets will be made available.

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## Graduation Rehearsal

Graduation rehearsal will be held on Friday, May 4, 2018, beginning at 9 a.m. at the Crown Coliseum. Your sponsor needs to be present for rehearsal.

Jostens will be on campus on April 18 and 19 to hand out caps and gowns. If you miss either of these dates, caps and gowns will be available for pick-up in the bookstore during its operating hours, Monday to Friday from 8 a.m. to 5 p.m. Dress for rehearsal is casual.

With the move to the Crown Coliseum, the MUAA graduation luncheon originally scheduled to follow rehearsal has been canceled. For more information, contact Kirbie Dockery at 910.630.7167 or [kdockery@methodist.edu](mailto:kdockery@methodist.edu).

ANY STUDENT NOT MEETING ALL THE REQUIREMENTS FOR GRADUATION AS NOTED IN THE METHODIST UNIVERSITY ACADEMIC CATALOGUE WILL NOT BE ALLOWED TO PARTICIPATE IN GRADUATION.

## Event Parking

More information on parking for graduation and graduation rehearsal will be distributed closer to graduation.

## Honor Graduates

Graduates with academic honors will be announced and their honor medallions will be distributed at graduation rehearsal. Students who graduate with honors will be recognized at graduation.

The appropriate designation will appear on the student's diploma and transcript. Only the student's cumulative residency grade point average will be considered for graduation honors as follows:

*Summa Cum Laude: 3.90*

*Magna Cum Laude: 3.70*

*Cum Laude: 3.50*

To graduate with honors, students must have completed a minimum of 60 semester hours of graded courses at Methodist University.

## Caps and Gowns

Jostens will be on campus April 18 and 19, 2018 to pass out caps and gowns. Details regarding time and location will be provided in a separate email. If you miss either of these dates, caps and gowns will be available for pick-up in the bookstore during its operating hours, Monday to Friday from 8 a.m. to 5 p.m. Before your cap and gown will be issued, you must have cleared the Office of Student Accounts and the Financial Aid Office. You must have your clearance slip with you.

IF YOU WERE UNABLE TO PRE-ORDER, THE BOOKSTORE WILL HAVE EXTRAS. IF YOU REQUIRE A UNIQUE SIZE, PLEASE CONTACT THE BOOKSTORE AT 910.630.7227.

## Grads Give Back

A group of seniors from the 2014 graduating class wanted to leave a lasting legacy at MU. The class was able to raise donations from more than 150 graduates to replace all of the international flags in the Berns Student Center. They named the new campaign Grads Give Back. Here are some of the fundraising projects in which each class has participated:

- ◆ The Class of 2015 collected money to purchase a victory bell.
- ◆ The Class of 2016 collected money to purchase a street clock.
- ◆ The Class of 2017 collected money to purchase an outdoor seating area.

Now it's your turn! After a committee meeting and a class vote, the Class of 2018 will leave the University an outdoor seating area with benches in front of the Matthews Ministry Center.

By supporting the Grads Give Back campaign, your gift goes directly toward the seating area. Help your class leave this legacy with a gift to Grads Give Back. You can make your gift at the Jostens event April 18 and 19 or at graduation rehearsal. Come give your gift and receive your Class of 2018 T-shirt.

Unable to stop by? You can also donate by visiting [methodist.edu/giving](http://methodist.edu/giving) and selecting "Grads Give Back" in the designation dropdown. T-shirts will be available for pick-up for anyone who makes an online gift. Questions? Contact the Alumni Office at [alumnioffice@methodist.edu](mailto:alumnioffice@methodist.edu).

## Library Clearance

All library materials must be returned by April 30, 2018. There is no grace period. All items checked out by seniors are due by this date. Any items not returned by this due date will be billed to the student's account, including a restocking fee (\$5) and billing fee (\$5). If the items are returned after the bill is sent, we will credit the student's account for the cost of the items and the restocking fee. The billing fee, however, is non-refundable.

## Parking Fines

The Public Safety office issues tickets for parking violations. Should students receive a parking violation, they are encouraged to pay the fine or appeal the ticket by going to the Division of Student Affairs office in the Berns Student Center Monday to Friday from 8 a.m. to 5 p.m. to pick up an appeal form within three days of receiving the ticket. Any unpaid parking fines will be billed to the student's account.

## Additional Graduation Information

- ◆ Tickets: Fifteen tickets are available for each graduate. Only those with tickets will be allowed to enter the Crown Coliseum for your graduation.
- ◆ Photographs: Raul Rubiera, a professional photographer, will be working during graduation and will contact you about prices should you wish to purchase pictures. He will also be available to take portraits. More information will come later.
- ◆ Graduation Announcements and Class Rings: You can order graduation announcements and class rings by phone at 1.800.424.1492 or order online at [www.shop.jostens.com](http://www.shop.jostens.com).
- ◆ Flag Presentation: If you are a native of a foreign country and a non-U.S. citizen, please indicate which country you are from on the Graduation Participation Form. If you are the first graduate from your country and are interested in presenting your country's flag to the University during the graduation ceremony, please notify the Office of Academic Affairs by calling 910.630.7031 prior to April 20, 2018.

# GRADUATION PARTICIPATION FORM

Please complete and return this form by April 20, 2018, to the Office of the Provost in Horner Administration Building. You can mail your form to this address:

The Office of the Provost  
Methodist University  
5400 Ramsey St.  
Fayetteville, N.C. 28311

You can also email it to [pellis@methodist.edu](mailto:pellis@methodist.edu) or fax it to 910.630.7410.

Name of Graduate: \_\_\_\_\_

\_\_\_\_\_ I will attend graduation.

\_\_\_\_\_ I **do not plan** to attend graduation.

My sponsor for the graduation hooding ceremony will be: \_\_\_\_\_

First Name

Last Name

Relationship of sponsor (please circle one):

Family Member\*

Faculty Member

Friend

\* Identify the specific relationship of the family member: \_\_\_\_\_

Is your sponsor a Methodist University graduate? Yes (include graduation year) \_\_\_\_\_ No \_\_\_\_\_

If you have a parent or a guardian who is an ordained minister and would like to participate in the Baccalaureate service on Friday, May 4, 2018 at 4:30 p.m. in Huff Concert Hall, please have them contact our University Chaplain, Rev. Kelli Taylor, at 910.630.7515 or email [ktaylor@methodist.edu](mailto:ktaylor@methodist.edu).

Name: \_\_\_\_\_

Contact information: \_\_\_\_\_

Name of church: \_\_\_\_\_

Is he or she a Methodist University graduate? Yes (include graduation year) \_\_\_\_\_ No \_\_\_\_\_

[ Engage. Enrich. *Empower.* ]