July 1, 2011

To All Candidates for Summer 2011 Graduation:

Your application for graduation has been received. Commencement will be held on Friday, August 5, 2011 at the Alfred Lawson, Jr., Multi-Purpose Center Teaching Gym at 6:00 p.m. You must complete the Exit Survey in order to finalize the graduation process and to receive your Cap and Gown for Graduation (See Attachment-Exit Survey).

The Registrar’s Office will issue Honor Cords and name cards from Monday, July 25 - Friday, August 5, 2011, to students receiving Bachelors and PharmD degrees who MUST have an overall GPA of 3.00 or higher from the previous semester.

Please insure that all holds, financial obligations, including parking fines are cleared. Additionally, if you received a loan during your enrollment, contact the Financial Aid Office to complete the Exit Interview requirements. Failure to do so will result in your diploma being withheld.

Be advised that if you do not graduate, you must re-apply for graduation for the next term. Your department will notify you of any grade deficiencies after the term ends. Among important graduation requirements are: Undergraduates must meet the CLAS requirements (2.5 GPA in English and Math), complete Gordon Rule requirements, complete 2 high school units or 8 collegiate hours of foreign language requirements, correct all grades, have a GPA of 2.0 or higher, and earned at least 120+ total credit hours. Graduates must complete Thesis/Dissertation; complete all grad courses, have a GPA of 3.0 or higher and earned at least 30+ total credit hours. Failure to meet these and other requirements will result in a denial for graduation. Please correct your deficiencies IMMEDIATELY. Diplomas will begin being mailed the week of October 3, 2011, to students who successfully graduate and have no holds on their account. (To check for a HOLD on your iRattler account, click your personal portfolio and view “Holds”). You may contact the Registrar’s Office, Graduation Section at (850) 599-3735 or (850) 561-2092 if you have any questions, or you may view iRattler website for updates.

In addition, all academic attire (caps, gowns and hoods) must be purchased from the FAMU Bookstore in order to ensure that they are the appropriate official attire for the occasion. Failure to obtain your proper academic attire from the FAMU Bookstore may result in non participation in commencement exercises.

Congratulations and Best Wishes!
Office of the University Registrar
Commencement— Friday, August 5, 2011 @ the Alfred Lawson, Jr., Multi-Purpose Center and Teaching Gymnasium (hereinafter referred to as Lawson Center).

Session ………………………………………………………………………………………… 6:00 p.m.
College of Arts and Sciences
FAMU/FSU College of Engineering
College of Law
School of Architecture
School of Journalism and Graphic Communication
Environmental Sciences
College of Pharmacy and Pharmaceutical Sciences
College of Education
College of Engineering Sciences, Technology, Agriculture and Technology (CESTA)
School of Allied Health Sciences
School of Nursing
School of Business and Industry (SBI)

Speaker: TBA

(Graduates are to arrive at the assembly area, Bragg Stadium, @ 4:30 p.m.; the Line of March will commence @ 5:30 p.m. and doors to the Lawson Center will open for the public at 5:00 p.m.)

Commencement Rehearsal: Thursday, August 4, 2011 @ 4:00 p.m. @ the Lawson Center

AROTC/ NROTC Rehearsal: Thursday, August 4, 2011 @ 3:00 p.m. @ the Lawson Center

FAMU Bookstore---Order & Pick-up Dates for Caps & Gowns
Order Dates: June 2nd thru June 17th
Pick-up Dates: July 25th thru August 5th
Hours of Operation: Monday-Friday: 8 a.m. - 6 p.m.
Locations: Bookstore, Student Services Center at Gamble & Wahnish Way
Contact Information: (850) 599-3070 or email: bksfamu@bncollege.com
EXIT SURVEY
Summer Graduation 2011

To participate in the exit survey, please use the following web address: www.famu.edu/exitsurvey beginning July 25th - August 5th. You may receive an error if you are using Internet Explorer 6.0 or later versions. You will need to upgrade Internet Explorer or use an alternative web browser such as Firefox or Opera. No issues are known for Safari on Apple computers at this time. If you receive an error and are unable to resolve, call the service center at (850) 412-4357.

After completing the survey, the computer will assign you a confirmation page with a unique number on it. Print out this confirmation page and bring it to the Registrar’s Office. The Registrar’s Office will issue you a card that will allow you to pick up your cap and gown at the Bookstore. If you do not finish the survey or skip it, an error will be issued on the confirmation page which will indicate incompleteness. If this happens, the Registrar’s Office will not issue a graduation card to you. If you fail to complete the survey by August 5, 2011 by 5:00 p.m., you may not be able to pick up your cap and gown for the graduation exercise.
1. Please clear **ALL HOLDS** before leaving Tallahassee. You will need to check with the following offices:
   - Student Financial Services
   - Student Financial Aid
   - Administrative Parking Services

If you received any loans at FAMU, excluding short term loans, you must complete an Exit Interview Survey. The Exit Interview Survey Form is available in the Student Financial Aid Office, and the Perkins Exit Interview Survey Form is available in the Student Financial Services Office.

2. Please clear any “I” OR “N” grades, “DIS” Courses (**MUST have a title**) and deficiencies, as well as, verify all grades on your unofficial transcript in the system by Wednesday, **August 10, 2011**.

3. The final degree audit will begin **after** graduation. If any problems exist regarding your graduation, you will be notified in writing by your department. The notification will be sent to the diploma address listed on your graduation application. **Note: If you receive notification of a problem with your graduation, please give it your immediate attention.**

4. **DIPLOMAS** will begin being mailed to graduates by the beginning of October, 2011 for those students with no deficiencies or holds.

   **Note:** **Diplomas will not be mailed if you have any type of hold.** If you are placed on hold; your diplomas will not be sent until your account has been cleared by the appropriate office. **Once your hold has been cleared, contact the graduation section of the registrar’s office regarding your diploma being mailed to you.**

   If you have any questions, please contact the Graduation Section of the Registrar’s Office at (850) 599-3735 or (850) 561-2092.

   **CONGRATULATIONS AND BEST WISHES!**
   **FAMU REGISTRAR’S OFFICE**