MEMORANDUM

To: All Prospective Candidates for Graduation, Class of 2013

From: Kenneth Coachman
       Chief of Staff

Re: Commencement

Date: February 1, 2013

This memorandum is the official notification of activities sponsored in connection with Miles College’s 103rd Commencement Exercises, which will be held on Saturday, May 4, 2013 at 11:00 a.m. at the Birmingham-Jefferson Convention Complex. All candidates who have been cleared for graduation are required to participate in the commencement exercises.

**Graduation Dues**

Your class/graduation dues of $250.00 are due by April 2, 2013. Please pay this amount to the Business Office, where a special account has been established for the senior class. Students who have not paid by the deadline will not participate in the senior activities. Dues must be paid on time because plans must be finalized with those who provide services. Please do not try to be included in activities if you have not paid on time as requested. Dues will pay for the following:

- Cap, Gown and Tassel
- Degree/Degree cover and miniature degree,
- senior activities (banquet, breakfast, stage picture, etc.), and
- senior tee shirts (if dues allow).

**Career Center**

You must immediately submit to the Career Center the following:

- two (2) letters of recommendation, and
Division Chair

You must schedule an exit interview with your division chair to report:

- your career plan/position (graduate school, employer, etc.) and
- your permanent address.

Founders’ Day

Founders’ Day will be March 22, 2013, 11:00 a.m. at First Baptist Church Fairfield, AL. All candidates for graduation are required to attend.

Ladies are required to wear black dresses/suits (shoulders must be covered, no strapless tops), black hosiery, and black shoes (pump or sling, closed toe, no sandals). Men are required to wear black or navy blue suits, white shirts, black string or regular ties, and black shoes.

NOTE: Ladies and Gentlemen -- earrings, sunglasses, Bluetooth earpieces, and purses are not permitted. Please silence your cell phones.

Commencement

Graduation is a “high,” revered academic ceremony. Your poised and timely presence at this ceremony is URGED, and we respectfully ask that you and your families not detract from the dignity of the ceremony with loud shouts that disallow recognition of all students whose names should be heard. Permission to receive the degree in absentia must be cleared by April 5, 2013 through special permission of the Academic Dean.

Graduation Attire

Measurements for graduation attire are made in the Mail Room located in Brown Hall and should be completed by March 22, 2013. Caps and gowns should be ready for distribution beginning April 26, 2013. Gowns should be professionally pressed.

Again, please understand that graduation is a high, traditional ceremony that requires special, traditional dress. Miles College graduates are expected to follow this tradition. Therefore, ladies are required to wear white dresses, flesh-tone hosiery, and black shoes (pump or sling, closed toe, or peep toe, no sandals). Men are required to wear black suits, white shirts, black string or regular ties, black socks, and black shoes. This attire is for all occasions on which caps and gowns are worn.
Candidates will also wear their kente stoles to be distributed at the Birmingham-Jefferson Convention Complex on the morning of May 4th.

NOTE: Ladies and Gentlemen--earrings, sunglasses, Bluetooth earpieces, and purses are not permitted. Please silence your cell phones.

The tassel is to be worn on the right side of the cap until the degree has been conferred. Upon receiving the degree, the tassel is then shifted to the left side of the cap.

**Time**

It is crucial that all candidates report on time for the ceremony. The procession will move promptly at the scheduled time, so please anticipate emergencies and leave home at least thirty (30) minutes earlier than you consider necessary. Graduating seniors must report as follows:

- **Baccalaureate Service**
  - Friday, May 3, 2013 at 1 p.m.
  - First Baptist Church
  - 324 59th Street
  - Fairfield, Alabama
  - Report for processional at 12:00 noon
  - Knox-Windham Gymnasium

- **Graduation, Saturday, May 4, 2013**
  - Birmingham-Jefferson Convention Complex
  - 2100 Richard Arrington, Jr. Blvd., North
  - Birmingham, Alabama 35203
  - Report at 9:00 a.m. for group pictures, etc.
  - Procession moves at 11:00 a.m.

**Rehearsals**

Two (2) rehearsals will be held. The first is set for Thursday, April 25, 2013 at 4:00 p.m.; we will assemble in Brown Auditorium on campus. The final rehearsal will be held on Friday, May 3, 2013 at 6:00 p.m. at the Birmingham-Jefferson Convention Complex. **No food, drinks, gum, cell phones, pagers, or cameras will be permitted. Please do not bring children, family members, or friends to rehearsals.** These rehearsals are closed. Only the graduating class and Miles College administration are permitted to attend.

**Procession**

Candidates will be assigned permanent places in the graduation procession at the May 4, 2013 rehearsal. Specific instructions for the procession will be given at rehearsals.

**Ceremony**
During the graduation ceremony, all candidates will remain standing until the chief marshals have indicated places for all platform guests and the appropriate chord is sounded by the organ. During the service, men will remove their caps at the time that the college president removes his cap.

Conferring of Degrees

Following Dr. French’s charge to the graduating class, he will recognize the academic dean, who will present the candidates for the BACHELOR OF ARTS DEGREE first, asking them to stand for the conferring of degrees. After the president utters the final words “with all the rights and privileges thereto appertaining”, the candidates will immediately grasp the tassel of the caps and transfer them to the left side of their caps. The candidates for the BACHELOR OF SCIENCE DEGREE are then presented and follow the same procedure.

Degrees

The degree cover will be issued to candidates as they walk across the platform according to the seating arrangement. The degree will be issued once the cap and gown and senior checklist are returned. Additional details will be given during final rehearsal.

Returning of Caps and Gowns

All caps and gowns are to be returned immediately following graduation at the Birmingham-Jefferson Convention Complex. (The exact site will be announced.)

Cc: Dr. George T. French, Jr., President
    Dr. Emmanuel Chekwa, Dean and Vice President of Academic Affairs
    Dr. Joyce Wood, Associate Dean
    Ms. Jennifer Wycott, Director of Academic Records
    Division Chairs
    Senior Advisors