



**Spring 2010 Commencement
2 p.m. Sunday, May 16, 2010**

Duluth Entertainment Convention Center (DECC) Arena

Frequently Asked Questions

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Please [click](#) here if you have additional questions.

HOW MANY TICKETS DO I RECEIVE FOR GUESTS? **Tickets are not required for guests.** The DECC Arena has abundant seating which allows graduates to invite as many people as they like. However, please be aware that your guests may need to walk some distance to find their seats. In addition, please remind your guests that food and beverages are not allowed in the arena during the ceremony

HOW DO I KNOW IF I'M ELIGIBLE TO PARTICIPATE IN THE COMMENCEMENT CEREMONY? The College holds two commencement ceremonies during the year, one at the end of the spring semester and one at the end of the fall semester. In order to participate in either ceremony, you need to have all of your degree requirements successfully completed by the date of your commencement. However, due to the accelerated nature of some Extended Studies program, we realize this requirement can be difficult. Adult study students should work with their local campus to determine if they have enough earned credits to participate in the ceremony. In addition, it is important that students complete an [Application for Degree Form](#) (undergraduate) or an [Application for Graduate Degree](#) (DNP, DPT, MA, MBA, MED and MS) which can be obtained in the Registrar's Office or at each Extended Studies site.

HOW DO I ORDER REGALIA AND ANNOUNCEMENTS?

Caps, gowns, and tassels will be available to purchase at the Graduation Fair, located on the Duluth Campus scheduled April 12 & 13th. (There is no pre-ordering of regalia for commencement.) Orders for regalia can be taken over the phone for Extended Studies students after those dates, or they can be purchased in the CSS Bookstore in beginning April 14th.

In addition, two different styles of announcements will be available during the Graduation Fair or through the bookstore. The first type is the Universal, which includes an insert card with the date (no pre-ordering is required); the second, the Personalized, requires a pre-order (these take three weeks to be delivered). The CSS Bookstore can be reached at (218) 723-6622.

HOW LONG WILL THE CEREMONY LAST?

The spring commencement ceremony will last approximately two and one half hours. The Alumni Reception will begin immediately following the ceremony, located in the Lake Superior Ballroom at the DECC.

HOW WILL I KNOW WHAT TO DO AT THE CEREMONY?

Detailed procedures will be posted on the commencement Web site, along with a short [video](#) and graduate line-up list. Volunteers will be available on the day of the ceremony to answer questions and to help you find your spot in the procession. When the ceremony begins, Dr. Beth Domholdt will instruct students when to sit, stand, and move tassels.

HOW WILL THEY KNOW HOW TO PRONOUNCE MY NAME? If you have concerns about how your name will be pronounced at the ceremony, or if your name is commonly mispronounced, Dr. Beth Domholdt, Vice President for Academic Affairs, has scheduled blocks of time for short name pronunciation rehearsals. Students, who have these concerns, should stop by Tower Hall 2111 during any of the scheduled times listed below:

Mon., May 10, at 8:30 - 10 a.m. | Tues., May 11, at 1:30 - 3 p.m. | Wed., May 12, at 3:30 - 5 p.m.

If you cannot make these scheduled times, or if you are a distant student, please call (218) 723-6012 and leave a slow message clearly pronouncing and spelling your name.

IF I AM GRADUATING WITH HONORS, DO I RECEIVE A SPECIAL CORD?

The College does not distribute honor cords for commencement. To graduate with Honors for Bachelor students requires a GPA of 3.50 and with Highest Honors requires a GPA of 3.75. These academic honors are dependent upon the final grades of the last term of all graduates. "With Honors" designations will be printed

in the commencement program for students who have earned the above criteria with current graded coursework at the point of commencement. Once final grades and credits have been calculated and you have met the criteria, the designation of "With Honors" or "With Highest Honors" will appear on both your transcript and your diploma. A minimum of 48 St. Scholastica credits with grade points are required to graduate with Honors or Highest Honors.

DNP/DPT/MA/MBA/MED/MS Graduates do not have honor designations. Due to the nature of the programs, it is an understanding that all graduates are graduating with high cumulative GPA's.

WHAT'S THE DIFFERENCE BETWEEN GRADUATION AND COMMENCEMENT?

"Graduation" refers to the completion of degree requirements; "commencement" refers to the ceremony at which degrees are conferred. The College's graduation dates correspond to the end of each term. So, the date of *your* graduation would correspond to the term in which you complete your last degree requirements.

WHEN WILL I GET MY DIPLOMA? Grades are not due from faculty until May 18, 2010. Diplomas are ordered upon completion of your degree; please expect it within 4 – 8 weeks. In addition, please be sure to verify your mailing address in the [Registrar's office](#).

WHEN DO GRADUATE STUDENTS RECEIVE THEIR ACADEMIC HOOD?

Master students will receive their academic hood at the Graduation Fair or when they purchase their regalia. The academic hoods are compliments of the College. Master level graduates will wear their academic hood during the ceremony and Doctoral graduates will be hooded on stage before receiving their diploma cover.

WHERE DO MY GUESTS PARK? Guests can enter the DECC's parking lot and ramps either from Railroad Street or along Harbor Drive. The DECC's parking capacity is approximately 1400 spaces. The cost to park at the DECC is \$4. In addition, graduates and their guests should plan for traffic delays and the possibility of walking a long distance. However, if you and your guests would like to avoid parking fees and traffic delays, the College has arranged a shuttle service to provide transportation to faculty, graduates and their guests from The College of St. Scholastica's Duluth campus to the DECC Arena for commencement. On May 16th, school buses will run every 15 minutes departing from the Mitchell Parking Lot from noon until 2 p.m. Return shuttle service will begin at 4:30 p.m. and end at 6 p.m. (at the Paulucci Hall entrance located at the DECC).

WHY DO I HAVE TO "APPLY" TO GRADUATE?

Graduation Application provides the College important information to ensure you receive timely information about the commencement ceremony and events, that your name will be announced and printed on your diploma correctly, and verifies where you would like to have your diploma sent after grades are submitted by faculty.

In addition, a graduation checklist is generated only when a student completes an Application to Graduate. The Graduation Checklist Form is circulated to your department chair and to your advisor by the Registrar. On this form, the **Registrar indicates where you stand in terms of credits, upper division credits, etc.** **Once your department chair receives the form, they** indicate where you stand in terms of department requirements for your major. The Graduation Checklist form is then routed to your academic advisor who indicates where you stand in terms of distribution requirements. When the form is returned to the Registrar's Office, a copy is mailed to you. Your advisor also retains a copy of the form.

WHY IS THERE A GRADUATE FEE? A graduation fee of \$30 is assessed to all Bachelor graduates and a fee of \$50 is assessed to all Master/Doctoral graduates when you apply for graduation. It covers the various expenses associated with graduation such as your diploma, brunch and dinner ticket, diploma cover, and academic hood.