

To: December 2010 Graduates, May & Summer 2011 Candidates
From: Anita Foster, Registrar
Date: March 11, 2011
Subject: May 2011 Graduation



St. Catharine College Graduation 2011 will be held on Saturday, May 14 at 11:00 a.m.

Important information about graduation:

Graduation Participation – Return the enclosed commencement participation form by April 8 to indicate your plans for graduation events. The form should be returned to the Office of the Registrar, Room 6 of Bertrand Hall. Attendance at the commencement ceremony is not mandatory, *but President Huston strongly encourages attendance.*

Announcements – Graduation announcements, class rings and other academic memorabilia may be ordered directly from Herff Jones via their website at www.herffjones.com/college/graduation. These announcements will not restrict how many guests can attend, but seats will be on a first come/first served basis. A representative from Herff Jones will be here for an “On-Campus” order day March 28, from 12:00pm-4:00pm in the Hamilton Health and Science building lobby. An order packet will be available at the time of graduation garb ordering on scheduled days of CAAP exam.

Graduation Attire – Graduates not attired in cap and gown will not be able to participate in the commencement ceremony. Orders will be taken the days of the CAAP test. December 2010 graduates will need to email Registrar@sckky.edu with your height and weight information as you have already completed the CAAP exam. Gowns are sized according to your height and weight. Caps are one size. You will pick up your graduation attire after rehearsal on Thursday, May 12. It is recommended that you wear dark pants or skirt and dark shoes for Baccalaureate and Graduation. Please do NOT wear blue jeans, shorts, tennis shoes or flip flops.

Graduation Fee - Please pay your graduation fee to the Business Office by April 11. The \$75 fee covers the cost of the diploma, leather cover, graduation attire, reception, etc. You must pay the graduation fee before you can receive your diploma, even if you are not participating in the ceremony.

Diplomas – Graduates are given an empty leather cover at commencement. Graduates will be notified approximately four to six weeks after graduation that their diplomas are ready to be picked up in the Office of the Registrar. We prefer not to mail them due to the chance of them getting lost or damaged. If you are unable to pick yours up, please send a note with someone else giving permission for them to pick up your diploma.

In order to graduate—

CAAP Exam - As part of our effort to improve student learning at St. Catharine College, the completion of the CAAP exam is a graduation requirement. Students will not be certified as graduates, nor will they receive their diploma, if the CAAP exam is not completed. If you have questions regarding the CAAP exam, you may contact Ms. Nora Hatton at 859-336-5082 ext. 1098 or nhatton@sckky.edu.

Financial Aid - If you received a student loan while at SCC, please see Andrea Greenwell in the Financial Aid office to complete an exit interview. All students who have received a student loan must complete the exit interview before graduating. Diplomas will be held if this paperwork has not been completed.

Business Office - All balances on student accounts (including parking tickets) must be paid before students will be able to graduate. It is your responsibility to make sure all balances are paid by April 11. Diplomas will be held if there are any delinquent balances.

Additional Graduation Events

Graduation Mass – A Catholic mass will be held for graduates, family members, and SCC faculty & staff on Saturday, May 14 at 9:00 a.m. in St. Catharine Hall prior to the Graduation Ceremony. *Individuals of all faiths are welcome and encouraged to attend.*

Class Photo - The class photo will be taken following mass. Meet in St. Catharine Hall at 9:30 am (SHARP) Saturday morning. Wear your cap, gown, and hood for the photo. Photos may be purchased from Jimmie Earls Photography. See attached photograph information sheet for pricing information. **All graduates are required to be in the class photo.**

Baccalaureate – At SCC, Baccalaureate is a student-led celebratory program for all SCC graduates, friends, and family members. It is scheduled for Friday, May 13 at 6:30 pm. Meet in St. Catharine Building Library Conference Room (LCR) at 6:00 pm for line-up. Wear your gown, but not your cap or hood for this program.

If you would like to take leadership in planning the program please contact Dr. Vicki Guthrie, Dean of Students, ext. 1213 or be a speaker, reader, or musician/vocalist in the program, please contact Ms. Mary Sue Barnett, Campus Minister, ext. 1090 by April 1. Two initial planning meetings have been scheduled for those who would like to contribute ideas and assist with the program—Monday 3/22 at 2:00 and Tuesday 3/23 at noon (pizza will be provided for those who RSVP that they are attending). Both meetings will take place in the Dean of Students' Office (Lourdes #2).

At Baccalaureate, 1) Bachelor graduates will receive their bachelor hoods that will be worn during Commencement, 2) honor cords will be presented to those student graduates who will be graduating with honors, and 3) other honors will be announced. The honor qualifications are as follows: Cum Laude (cumulative GPA of 3.50-3.79); Magna Cum Laude (cumulative GPA of 3.80-3.99); and Summa Cum Laude (cumulative GPA of 4.0). Students who have declared academic bankruptcy will not be eligible for graduation honors. If you aren't sure if you will be graduating with honors, please contact the Office of the Registrar before practice on Thursday, May 12.

All students are encouraged to attend this special program as part of their commencement experience!

Phi Theta Kappa Members – The honor stole costs \$18.00. Please bring the stole to Baccalaureate for it to be presented to you. The stole will be worn during Baccalaureate and Graduation. You can go to the following web address to order your Phi Theta Kappa honor stole: <http://recognitions.ptk.org/index.php/graduation.html>. You will need to provide your member identification number when ordering.

Alpha Chi Members – The honor stole costs \$24.95. Please bring the stole to Baccalaureate for it to be presented to you. The stole will be worn during Baccalaureate and Graduation. You can go to the following web address to order your Alpha Chi honor stole: http://www.brownsgrad.com/shop/index.php/cPath/28_32.

Rehearsal - Rehearsal for both Baccalaureate and Commencement will be Thursday, May 12. Baccalaureate rehearsal will be at 3:30 pm in St. Catharine Hall and rehearsal for Commencement will be at 5:00 p.m. in Lourdes Hall. Please meet at the assigned location. You will pick up your graduation attire in Lourdes Hall AFTER practice. **Practice is required for all graduation participants!**



Important Dates - Please put the following activities on your calendar:

Thursday, May 12

3:30 pm

Baccalaureate Rehearsal, St. Catharine Hall

5:00 pm

Graduation Rehearsal, Lourdes Hall

Pick up graduation attire in Lourdes Hall AFTER practice

Friday, May 13

6:30 pm

Baccalaureate (student-led celebratory program for graduates, friends, and family), St. Catharine Hall

Graduates will meet in LCR at 6:00 pm to prepare for the service

Saturday, May 14

9:00 am

Graduation Day!

Mass, St. Catharine Hall.

9:30 am

Gather in St. Catharine Hall of the Motherhouse for the class photo

10:30 am

Meet in Lourdes Hall for line-up

11:00 am

Commencement Service, St. Catharine College Campus

Reception to follow in Spalding Student & Community Center