**BEFORE COMMENCEMENT**

**GRADUATION REQUIREMENTS**

- Complete your online Exit Survey (This will be sent directly to you through your Montreat e-mail).
- Make arrangements to purchase your cap and gown through the bookstore or Herff Jones.
- If desired, complete your online graduation news release form.
- If you plan to attend, complete the online graduate luncheon RSVP form.
- Make sure that your $60 graduation fee is paid via your student account.
- Pay any outstanding balances or fines.
  - SAS–Contact Bethany Hirz: 828-669-8012 ext. 3799
  - SPAS–Contact Nicole Callahan: 828-669-8012 ext. 1019
- Return all library books, departmental equipment, and keys.
- If you will have any remaining requirements after May 31, return the Petition to Walk in Commencement form.
- If you have taken out a loan, you must complete exit counseling. This is a federal regulation.
  - For Federal Loans (Stafford or Direct), visit [www.studentloans.gov](http://www.studentloans.gov).
    - Under “Tools and Resources,” click “Exit Counseling.”
    - You will need your FAFSA pin, SSN, driver’s license, and the contact information for your references.
  - If you have taken out a Perkins Loan, the Student Accounts Office will e-mail you specific instructions on how to complete exit counseling.
  - If you have multiple lenders and are interested in consolidating your loans, visit [www.studentloans.gov](http://www.studentloans.gov).
- For more information on exit counseling, go to [www.studentloans.gov](http://www.studentloans.gov).
DAY OF COMMENCEMENT

CEREMONY INSTRUCTIONS

Please dress appropriately.

- Black cap, tassel, and gown appropriate to your degree must be worn.
- No jeans or running shoes.

Arrive on time, between 12:30 p.m. and 1:15 p.m., on Saturday, May 9, 2015 to check-in at the front desk of Anderson Auditorium and receive your name card.

- Students receiving honors will be given cords at check-in.
  - Bachelor degrees – gold cords
  - Associate degrees – white and gold cords
- We will honor our veterans with red, white and blue cords.
- All graduates will meet in Upper Anderson for instructions and line-up at 1:15 p.m.
  (There is no rehearsal prior to commencement.)
- Ceremony starts promptly at 2 p.m. and will last approximately two hours.
- Anderson Auditorium will be open to guests at 12:30 p.m. No tickets are required.
- The Auditorium fills up quickly, so please arrive early.
- The bookstore will be open on commencement day from 12 p.m. to 5 p.m.

DRIVING/PARKING DIRECTIONS

- The ceremony will take place in Anderson Auditorium, 302 Lookout Road, Montreat, NC 28757.
- A map to the campus can be found here.
- Please park in designated areas only.
- There will be designated handicapped parking.
- Montreat police will be on hand to offer assistance and directions.

ACCOMMODATIONS

Black Mountain and Asheville offer a number of food and lodging options.

PHOTOGRAPHY

A professional photographer will photograph graduates with the president as they receive their diploma. Photos are available for purchase from Mike Thornhill Photography. To order photos, go to thornhillphoto.com/montreat. To contact Mike Thornhill directly, email mike@thornhillphoto.com.