

KEEP THIS GRADUATION INFORMATION GUIDE!

This is the only mailing you will receive
concerning Commencement.

Spring Semester 2020 Commencement
GRADUATES ARRIVE BY 8:30 A.M.
Ceremony Begins at 10 a.m.

Celeste Center
717 East 17th Ave

Parking is \$5 (cash only)

For questions or information not provided in
this guide, email graduation@csc.edu or
call 614-287-5353.

GRADUATION INFORMATION GUIDE

SPRING SEMESTER 2020
Commencement Ceremony May 8, 2020

COLUMBUS STATE
COMMUNITY COLLEGE



Congratulations on being a candidate for graduation from Columbus State. The Board of Trustees, President David Harrison, faculty, and staff look forward to recognizing your outstanding accomplishment!

You are invited to attend the Commencement Ceremony and we want to ensure that the event will be enjoyable for you.

RSVP

When you completed the Graduation Application, you had the opportunity to RSVP to indicate that you will attend the Commencement Ceremony. If you did not RSVP, please email graduation@cscs.edu to let us know you will attend.

Event info

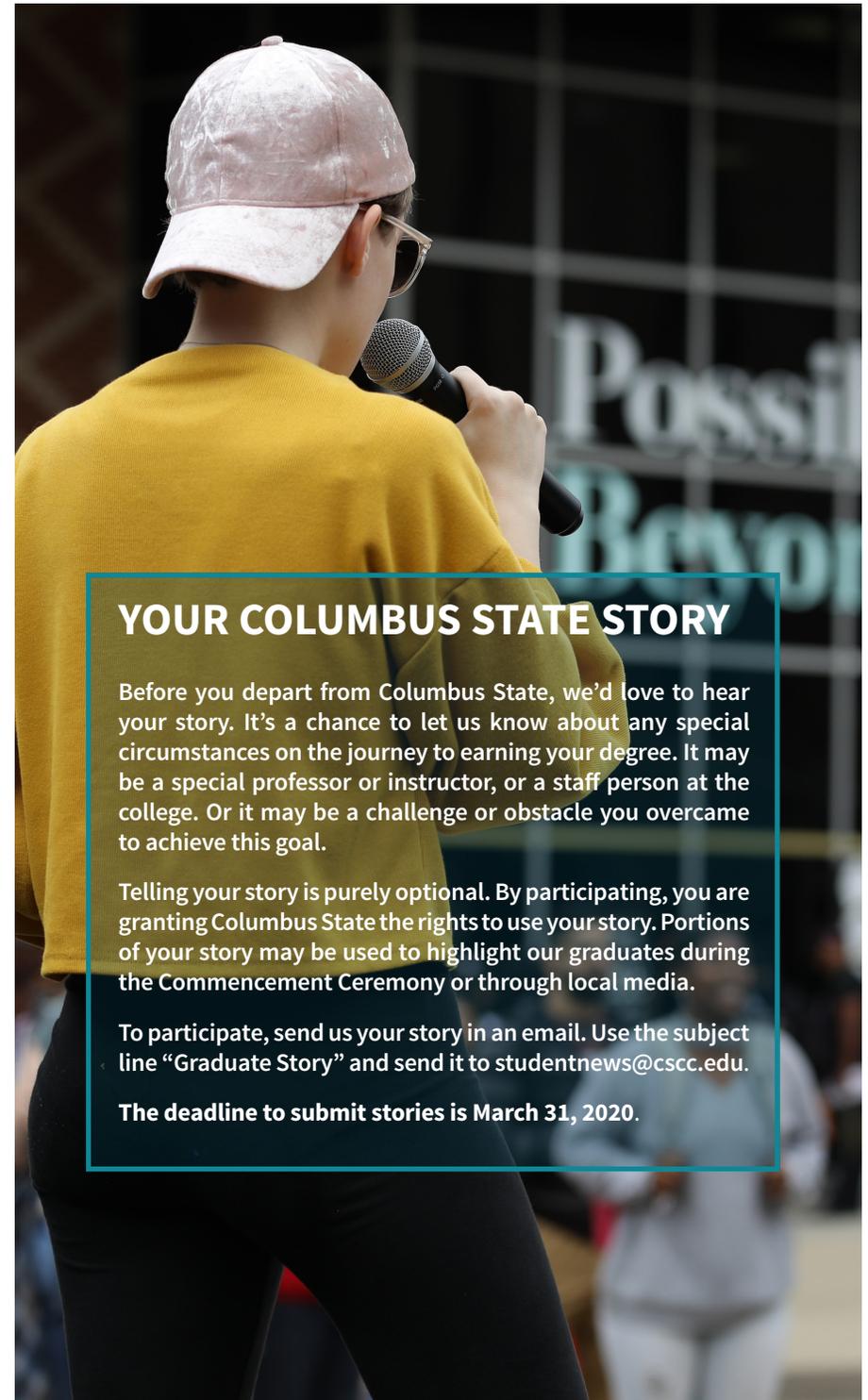
Please make a note of this important information:

Spring 2020 Commencement Ceremony

Friday, May 8, 2020

Celeste Center
717 East 17th Ave., Columbus 43211
Ceremony begins at 10 a.m.

Parking is \$5, cash only



YOUR COLUMBUS STATE STORY

Before you depart from Columbus State, we'd love to hear your story. It's a chance to let us know about any special circumstances on the journey to earning your degree. It may be a special professor or instructor, or a staff person at the college. Or it may be a challenge or obstacle you overcame to achieve this goal.

Telling your story is purely optional. By participating, you are granting Columbus State the rights to use your story. Portions of your story may be used to highlight our graduates during the Commencement Ceremony or through local media.

To participate, send us your story in an email. Use the subject line "Graduate Story" and send it to studentnews@cscs.edu.

The deadline to submit stories is March 31, 2020.



**Graduates arrive
at 8:30 a.m.
for check-in.**



Commencement Photographs

A professional photographer will be on site to take pictures at three points during the day:

- After graduates check-in, in the assembly area.
- On stage as graduates shake hands with the president.
- After graduates leave the stage.

Photos can be ordered online at mypicturesnow.com.

Guests are welcome to take photos before, during, and after the ceremony.

Online Viewing

The entire Commencement Ceremony will be available for viewing online for friends/family who are unable to attend. The event can be viewed live or any time after its conclusion at livestream.com/csc.

Disability accommodations

If you are a graduate who requires accommodations due to a disability, please send an email to graduation@csc.edu.

- Sign language interpreters will be on stage for the ceremony.
- Special seating areas are available on the main floor for family members with a disability. No advance notice is required.

Parking

Parking at the Celeste Center is \$5 per car, cash only.



Honors

Honors for the ceremony are based upon your overall GPA at the end of the prior semester before your graduation. Actual graduation honors will be designated on diplomas and transcripts after final grades are reviewed.

Financial Obligations

All fees and other financial obligations to the college must be paid to receive your official diploma and transcript.

Rehearsal

There is no rehearsal for the ceremony; College staff members will guide you through the ceremony on the morning of graduation.

No Tickets required

No tickets are required for the Commencement Ceremony, and guests are welcome. We look forward to seeing you and your friends and family there!

IMPORTANT: Participating in Commencement does not mean graduation from Columbus State Community College. Graduation is based on completing all requirements on your Degree Audit. Students who completed a Graduation Application but do not meet graduation requirements will be notified by mail.

If you are unsure of how to read your Degree Audit or have questions regarding your academic eligibility, please contact your faculty or academic advisor.

Diplomas **are not** handed out at Commencement

A certificate will be presented to you in a diploma folder at the Commencement Ceremony. Diplomas are mailed to the address you provided on your Graduation Application, approximately six weeks after graduation.

If you would like your diploma to be mailed to a different address, please send an email to graduation@csc.edu and include your name, CougarID, program of study, graduation semester/year, and the new address to which your diploma should be sent.

Final grades available after May 22

Final grades will be added to your Columbus State transcript after the semester is officially closed. Please wait until May 22 to request your final transcript. Your graduation credentials will not be on the transcript if you order before this date.



Purchasing your cap, gown, and tassel

A cap, gown, and tassel are the official regalia that must be worn at the Commencement. A cap, gown, and tassel package is available for \$34.99 at the Columbus State Bookstore on the Columbus Campus, or online at csc.edu/bookstore.

Ordering announcements and diploma frames

Personalized Commencement announcements and official Columbus State diploma frames can also be purchased at the Columbus State Bookstore or online at csc.edu/bookstore.

Ordering Online:

1. Visit csc.edu/bookstore.
2. Click on the red box “Order Textbooks & Shop Online.”
3. In the left-hand navigation bar, select “Graduation” to shop for items.
4. Follow the prompts to select and pay for items.

For additional information, contact the Bookstore at 614-287-2427.

DON'T MISS THE GRAD FAIR!

Prior to each graduation, the Columbus State Bookstore hosts a Graduation Fair. During the fair, graduates are able to purchase their cap, gown, tassel, diploma frames, and can order graduation announcements or a class ring. Visit csc.edu/bookstore or call 614-287-2427 for more information.

WHAT TO DO ON COMMENCEMENT DAY

Check-in for graduates begins at 8:30 a.m.

Anyone arriving after 9:30 a.m. will be assigned a place at the end of the processional line and may not walk with their program of study.

At check-in, you will receive a card that you will use to find your position in the processional line. During the ceremony, you will give this card to the reader when you reach the stage for your name to be read as you cross the stage.

Your card will list:

- Your program of study
- Your name exactly as you requested it to appear on your diploma and the way it will be read at Commencement.
- Your honors status as of the end of AUTUMN SEMESTER 2019 (requires a cumulative GPA of 3.5 or higher).

Please review all information at check-in to ensure accuracy.

Cords

Cords are picked up at check-in:

- Graduates with honors status will receive a gold cord.
- College Credit Plus graduates will receive a blue/white cord.
- Military/Veteran graduates will receive a red/white/blue cord.
- Honors Program graduates will receive a blue cord.
- Students who completed a Service Learning course will receive a teal cord.

IMPORTANT TIPS FOR YOU AND YOUR GUESTS

- Please leave valuables with family or friends, as the assembly area is not secured. Columbus State is not responsible for lost or stolen items left behind in the assembly area.
- To avoid overcrowding and lessen confusion for graduates while lining up, we respectfully request that family and friends not go beyond the check-in area.
- Tickets are not required for guests.