Congratulations! As a candidate for the Spring 2013 Commencement, you have achieved a milestone in your educational career. To participate in the Commencement Ceremony, a student must have completed all degree requirements in accordance with rules and regulations set forth in the AMSC catalog. Pending your successful completion of ALL requirements for graduation, you must adhere to the following information:

NON-ACADEMIC CLEARANCE FORM
- Starting Monday, April 1, 2013 Non-Academic Clearance Forms will be available for pickup in the Office of the Registrar. You are required to submit a copy of your graduation fee receipt with your clearance form.
- Students who received student loans must complete Stafford Loan Exit counseling by Friday, April 19, 2013 in order to have their Non-Academic Clearance Form approved by the Office of Financial Aid. For more information, contact the Office of Financial Aid.
- Degree candidates should return all forms, complete with signatures to the Office of the Registrar by Friday, April 26, 2013. Fall and Summer 2012 Graduates are not required to resubmit the forms if they have already picked up their diplomas.

GRADUATION FEES
- Degree candidates and graduates must pay a $25.00 Non-Refundable Graduation Fee. The fee must be paid by Friday, April 19, 2013. Payments are made at the Cashier’s Window of the Business Office.
- Financial balances must be cleared with the Business Office. DIPLOMAS WILL NOT BE ISSUED TO GRADUATES WHO HAVE NOT SETTLED THEIR ACCOUNTS WITH THE COLLEGE.

CAPS & GOWNS & INVITATIONS
- Each degree candidate must purchase his/her Academic Regalia Package, which includes cap, gown, tassel and hood, from the AMSC Bookstore for $85.00. Graduates and Candidates may go the Bookstore for cap and gown measurement beginning April 8, 2013.
- Fall 2012 and Summer 2012 Graduates may purchase the Regalia Package as soon as it becomes available. Students currently enrolled in Spring 2013 courses must be cleared to participate in the ceremony before purchasing the Academic Regalia Package.
- Please contact the AMSC Bookstore for graduation invitations. Guests of graduates do not need invitations to enter graduation.
- Caps and Gowns must be purchased before 5:00 pm on May 2, 2013.

HONORS CORDS
- Honor Cords will be issued during graduation rehearsal. Students with a cumulative 3.2 – 3.49 GPA are designated as Honors; 3.5 - 3.79 High Honors; and 3.8 – 4.0 Highest Honors.

DIPLOMAS
- Your legal name on record at AMSC will be the name on your diploma.
- Diplomas are not awarded at the commencement ceremony. They will be available for pick-up immediately following Commencement in Room 230 of the Physical Education Complex.
- A valid picture ID is required when picking up diplomas. Your diploma will not be released to anyone else without your written consent.
- ALL FINANCIAL OBLIGATIONS TO THE COLLEGE MUST BE CLEARED BEFORE YOUR DIPLOMA CAN BE RELEASED.

Congratulation...
GRADUATION STATUS

 Please complete the Graduation Ceremony Confirmation Form located on the Registrar’s Office page of the college’s website at your earliest convenience. If you encounter difficulties with the electronic submission, save the PDF document and send via email to commencement@atlm.edu or you may fax it to 404-756-5686.

 Final Grades for degree candidates are due to the Registrar’s Office by Friday, April 26, 2013. Currently enrolled students may come to the Office of the Registrar to learn of their official graduation status and to obtain clearance to participate in the ceremony on Monday, April 29, 2013 from 9:00 am - 5:00 pm.

GRADUATION REHEARSAL

 Rehearsal for Commencement will be held on Wednesday, May 1, 2013 at 4:00 p.m. in the Student Center.

YOU ARE STRONGLY ENCOURAGED ATTEND REHEARSAL IF YOU PLAN TO PARTICIPATE IN THE COMMENCEMENT CEREMONY!!

COMMENCEMENT DAY

 Graduates must report to the Student Center by 8:45 a.m.

 Commencement will be held at the Physical Education Complex. The ceremony will begin at 10:15 a.m.

 While commencement is truly a celebration, it is also a formal academic ceremony that calls for respect and dignity. Please turn off all cell phones and remain seated for the duration of the ceremony.

PARKING

 Students may park in Parking Lot A or B.

 Those with special needs should check with Campus Safety regarding drop-off and pick-up at the door of the Physical Education Complex.

GRADUATION ATTIRE

<table>
<thead>
<tr>
<th>Men</th>
<th>Women</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dark pants (preferably black)</td>
<td>Light weight, conservative dress (Pants strongly discouraged)</td>
</tr>
<tr>
<td>Dark shoes and socks (preferably black)</td>
<td>Natural colored stockings</td>
</tr>
<tr>
<td>White shirt</td>
<td>Dark shoes (preferably black)</td>
</tr>
<tr>
<td>A tie that compliments shirt/pants</td>
<td>Conservative jewelry</td>
</tr>
</tbody>
</table>

Notes:

 Please iron graduation gown prior to Commencement.

 Graduation cap should be worn flat on top of the head—should not sit on back or to the side of head.

 Final Official Transcripts will not be available until Wednesday, May 8, 2013. If you wish to make a transcript request before that date, please select hold for posting of degree and final grades.

Questions

<table>
<thead>
<tr>
<th>Office of the Registrar</th>
<th>(404) 756-4001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Aid</td>
<td>(404) 756-4002</td>
</tr>
<tr>
<td>Campus Safety</td>
<td>(404) 756-4477</td>
</tr>
<tr>
<td>Office of Academic Affairs</td>
<td>(404) 756-4443</td>
</tr>
<tr>
<td>AMC Bookstore</td>
<td>(404) 756-4097</td>
</tr>
</tbody>
</table>

«First_Name» «Last_Name»
«Address»
«City», «State_» «Zip_Code»