



ATLANTA METROPOLITAN COLLEGE GRADUATION NEWS



Commencement is May 8, 2009

To participate in the commencement ceremony, a student must have completed all degree requirements in accordance with rules and regulations set forth in the college catalog.



Graduation Fees

- Degree candidates and graduates must pay a \$25.00 Non-Refundable Graduation Fee. The fee must be paid by **Friday, April 10**. Payments are made at the Cashier's Window of the Business Office.
- **Diplomas will not be issued to graduates who have not settled their accounts with the college.**

Non-Academic Clearance Form

- Starting Friday, April 17, Non-Academic Clearance Forms will be available for pickup in the Office of the Registrar. Please submit a copy of your graduation fee receipt with your clearance form.
- **Degree candidates should return all forms, complete with signatures to the Office of the Registrar by May 1.**
- Students who received student loans must complete Stafford Loan Exit counseling by **May 1**, 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.

Caps & Gowns & Invitations



- Each degree candidate must purchase his/her academic regalia package, which includes cap, gown, tassel and hood, from the AMC Bookstore for \$40.00 (plus tax) beginning March 23, 2009 during regular business hours.

AMC Bookstore hours:

Monday - Thursday - 8:30 am - 6:15 pm
Friday - 8:30 am - 2:00 pm.

- **Caps and Gowns must be purchased before 9:30 am on Friday, May 8.**
- Each graduate is entitled to ten (10) invitations at no cost. Invitations are available on a first-come first-serve basis. Additional invitations can be purchased from the Bookstore at 1.25 + tax.
- Guests of graduates do not need invitations to enter graduation.
- **You must present your graduation fee receipt in order to pick up your academic regalia package and invitations.**

Honors Cords

- Honor Cords will be issued during graduation rehearsal. See honors legend on reverse side.

Commencement Rehearsal

- Rehearsal for Commencement will be held on Wednesday, May 6, 2009 in the Physical Education Complex (Gym) at 12:00 noon.
YOU MUST ATTEND REHEARSAL IF YOU PLAN TO MARCH!!



COMMENCEMENT DAY



- Graduates must report to Room 230 in the Physical Education Complex by 8:45 a.m.
- Commencement begins promptly at 10:15 a.m.

Parking

- Students may park in Lots 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



Men

- Dark pants (preferably black)
- Dark shoes and socks (preferably black)
- White shirt
- A tie that compliments shirt/pants

Women

- Light weight, conservative dress (Pants strongly discouraged)
- Natural colored stockings
- Dark shoes (preferably black)
- Conservative jewelry

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.

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.

Reception

- A reception will immediately follow the ceremony. The location of the reception will be announced during Commencement.

Diploma Pick-Up



- Your legal name on record at AMC 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.
- All financial obligations to the college must be cleared before your diploma can be released.
- A valid picture ID is required when picking up diplomas. Your diploma will not be released to anyone else without your written consent.

Honors Legend

Honors	3.0 – 3.49
High Honors	3.5 – 3.79
Highest Honors	3.8 – 4.0

- Final Official Transcripts will not be available until May 13. If you wish to make a transcript request before that date, please select hold for posting of final grades.

Questions

Office of the Registrar
(404) 756-4001
registrar@atlm.edu
Financial Aid
(404) 756- 4002

Office of Academic
Affairs
(404) 756-4443
AMC Bookstore
(404) 756-4097