Congratulations! As a candidate for 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:

**GRADUATION CLEARANCE FORM**
The Graduation Clearance Forms are available for pickup at the front desk of the Student Services and Success Center & on the Registrar’s portion of the website.

You are required to submit a copy of your graduation fee receipt of $25.00 with your clearance form or to have it stamped ‘PAID’ by Student Accounts. This fee is a piece of completing the Clearance form. Payments are made at the Cashier’s Window of the Student Accounts. Office hours are Monday-Friday, 8:30 am-5:15 PM, Building 600, First Floor.

Students who received student loans must complete Stafford Loan Exit counseling by **Monday, April 22, 2019**. **Students must provide a copy of the Stafford Loan Exit counseling confirmation page** in order to have the Clearance Form approved by the Office of Financial Aid. For more information, contact the Office of Financial Aid. Visit [www.studentloans.gov](http://www.studentloans.gov); look for “Complete Exit Counseling”.

Degree candidates should return all forms, complete with signatures to the Office of the Registrar by **Monday, April 22, 2019**. Summer 2018 and Fall 2018 Graduates are not required to resubmit the forms if they have already picked up their diplomas.

All financial balances must be cleared with the Business Office/Student Accounts. **DIPLOMAS WILL NOT BE ISSUED TO GRADUATES WHO HAVE NOT SETTLED THEIR ACCOUNTS.**

**CAPS & GOWNS & INVITATIONS**
Each degree candidate must purchase his/her own Academic Regalia Package, which includes cap, gown, tassel and hood and four announcements, from the AMSC Bookstore for $65.00 plus tax. Graduates and Candidates may go to the Bookstore for cap and gown measurement beginning April 1 through April 5, 2019. This is required to ensure proper sizes are available. No fees will be collected at measurement; payment will be required at pick up.

Summer 2018 and Fall 2018 graduates may purchase the regalia package beginning April 24, 2019.

Students currently enrolled in Spring 2019 courses must be cleared to participate in the ceremony before purchasing the Academic Regalia Package. Spring 2019 graduates can purchase packages from April 29 through May 2, 2019.

The bookstore is available for your purchasing needs Monday through Thursday from 8AM to 6PM; and Friday from 8AM to 5:15PM.

**HONORS CORDS**
Honor Cords will be issued during graduation rehearsal. Associate degree students with AMSC cumulative 3.20 – 3.49 GPA are designated as Honors; 3.50 – 3.79 High Honors; and 3.80 – 4.00 Highest Honors. Bachelor degree students must have an AMSC cumulative of 3.20 – 3.49 GPA to be designated as Cum Laude; 3.50 – 3.79 for Magna Cum Laude; and 3.80 – 4.00 to receive Summa Cum Laude recognition.
DIPLOMAS
Your current name on record with AMSC will be the name presented on your diploma.

For graduates who do not participate in the commencement ceremony, a valid picture ID is required when picking up diplomas from the Registrar’s office beginning the following week. Your diploma will not be released to anyone else without your written consent.

GRADUATION STATUS
Please complete the Commencement Confirmation Form located on the Registrar’s page of the schools website. You can save the PDF document and send via email to registrar@atlm.edu. Likewise you can submit it to the front desk of the SS&SC or fax it to 404-756-5686.

Final grades for degree candidates are due in the Office of the Registrar on Monday, April 29, 2019. Currently enrolled students can confirm their official graduation status and to obtain clearance to participate in the ceremony prior to rehearsal by submitting an email from their student email to registrar@atlm.edu.

GRADUATION REHEARSAL
Rehearsal for Commencement to be held on Wednesday, May 1, 2019 at 4:00 pm in the Physical Education Complex. YOU ARE REQUIRED ATTEND REHEARSAL, IF YOU PLAN TO PARTICIPATE IN THE COMMENCEMENT CEREMONY!! Tickets for the ceremony will only be dispersed at rehearsal.

COMMENCEMENT DAY
Graduates must report to the Edwin A. Thompson Student Center by 8:30 am.
Commencement will be held in the Physical Education Complex. The ceremony will begin at 10:15 am.
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.
Personal items cannot be left in the Student Center; please leave them with your guests prior to the ceremony.

PARKING
Students may park in the Red Parking Lot located behind the Edwin A. Thompson Student Center.
Students with special needs must make prior arrangements. Please see the Office of Counseling and Accessibility Services for assistance, (404) 756-4016.
Guests with special needs may be dropped off and picked up at the door of the Physical Education Complex assisted by Public Safety.

GRADUATION ATTIRE

<table>
<thead>
<tr>
<th>Men</th>
<th>Women</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black pants</td>
<td>Black dress</td>
</tr>
<tr>
<td>Black shoes and socks</td>
<td>Natural colored stockings</td>
</tr>
<tr>
<td>White collar dress shirt</td>
<td>Black, comfortable shoes</td>
</tr>
<tr>
<td>A red or black tie</td>
<td>Conservative jewelry</td>
</tr>
</tbody>
</table>

**Please note: tennis shoes, flip flops and shades are not allowed during the ceremony**

Notes:
Please iron graduation gown prior to Commencement.
Graduation cap should be worn flat on top of the head and should not sit on back or to the side of head.
Official Transcripts will not be available until Wednesday, May 8, 2019. If you wish to make a transcript request before that date, please select hold for posting of degree and final grades.
ALL HOLDS MUST BE SATISFIED BEFORE YOUR DIPLOMA AND TRANSCRIPT CAN BE RELEASED.

Office of the Registrar (404) 756-4001 registrar@atlm.edu
Office of Financial Aid (404) 756-4002 finaid@atlm.edu
Public Safety (404) 756-4477 psafety@atlm.edu
Office of Academic Affairs (404) 756-4443
AMSC Bookstore (404) 756-4097