WELCOME,
AUGUST 2019 GRADUATES AND
DECEMBER 2019 DEGREE CANDIDATES!

COMMENCEMENT 101:
GRADUATION INFORMATION SESSION
WHAT IS GRADUATION?

When a student has successfully completed all coursework and requirements towards a degree from a college of university.
GRADUATION APPLICATION:

Your diploma name and Commencement program information...

This is the hometown that will appear on the Commencement program.

This is the name that will appear on your diploma. It will be printed exactly how you enter it here.
STEPS TO GRADUATION:

At this point, you should have received an e-mail notification with your graduation term check report. Students will be cleared for graduation beginning on Thursday, December 12\textsuperscript{th}.

Right now, you should see this note on your Degree Works page. Your graduation status will not be checked off until you are cleared for graduation.

For more detailed information regarding Graduation Steps, please visit http://www.winthrop.edu/recandreg/default.aspx?id=7333

Graduation Term Check Completed for December 2019

Still Needed: Final Step: End of Term Final Audit Review for December 2019
IS YOUR DEGREE WORKS COMPLETE?

If you see any unmet degree requirements (highlighted in red) on your Degree Works page, please contact the student services office for your college.
CULTURAL EVENTS REQUIREMENT
- MUST BE COMPLETED -

Cultural Events are a degree requirement for all undergraduate students and are also part of the University’s accreditation.

The primary goal of Cultural Events is “to help students develop their full potential[s]” as educated, well-rounded individuals.

In order to be cleared for December 2019 graduation, students must complete their Cultural Event requirement by Thursday, December 12th. Students who fail to do so will be made ineligible to participate in the Commencement ceremony on Saturday, December 14th.
CULTURAL EVENT ATTENDANCE

To see which Cultural Events you have received credit for attending, log in to Wingspan. On the homepage, in the ‘Channels’ section, click on ‘Cultural Events.’

If you see an event missing from your attendance history, please contact the Cultural Events Coordinator at 803/323-4849.
As soon as your Cultural Events requirement has been completed, it will be checked off on your Degree Works page:

**CULTURAL EVENTS COMPLETED**

<table>
<thead>
<tr>
<th>Student View</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Doe, Jane</td>
</tr>
<tr>
<td>ID</td>
<td></td>
</tr>
<tr>
<td>Classification</td>
<td>Senior</td>
</tr>
<tr>
<td>Advisors</td>
<td>Smith, John</td>
</tr>
<tr>
<td></td>
<td>Kumar, Ashok</td>
</tr>
<tr>
<td>Overall GPA (NOTE: This is NOT your LIFE GPA)</td>
<td>3.483</td>
</tr>
<tr>
<td><strong>Cultural Events</strong></td>
<td>You have attended 21 of the 18 required Cultural Events</td>
</tr>
<tr>
<td><strong>Earned Hours</strong></td>
<td>123</td>
</tr>
</tbody>
</table>

**Winthrop University Degree Audit**

- **Steps Towards Graduation**
  - 2.0 GPA Requirement Met
  - Academic Standing: Good
    - If not in Good Academic Standing then CLICK HERE.
  - General Education Requirements Area I
  - General Education Requirements Area II
  - Language Proficiency
  - Major Requirements
  - Minor Requirements
  - Hours above 299
  - Minimum Hour Requirement for Degree
  - **Cultural Events Requirement**

- Still Needed: See Graduation Status section
PETITIONS FOR CULTURAL EVENT CREDIT

Students can petition for Cultural Event credit for other culturally significant experiences after high-school and/or during their college careers. These include:

1. **Off-campus events/site visits**
   - Art galleries, historical tours, music festivals, etc.

2. **Travel experiences** (trips in U.S. and abroad)
   - Study abroad programs, mission work, vacations, etc.

3. **Military service**
   - Deployment and/or stationing in foreign countries

All Cultural Event petitions are to be reviewed by the Cultural Events Committee for consideration. Directions for submitting Cultural Event petitions can be found online: [https://www.winthrop.edu/culturalevents/petition-process.aspx](https://www.winthrop.edu/culturalevents/petition-process.aspx)
TO BE CLEARED FOR GRADUATION

- THERE MUST BE NO PENDING ISSUES -

All coursework and other degree requirements **MUST** be completed:

- All coursework must be completed and passed
- Cumulative GPA, Major GPA, Minor GPA
- Total hours toward degree
- Hours above 299
- All Cultural Events attended
MISSING DEGREE REQUIREMENTS

All missing degree requirements must be completed by Thursday, December 12th.

Students must ensure that any needed academic petitions, course substitutions, and/or transcripts from other institutions are received by the Office of Records & Registration by this date. Failing to do so may result in a student not being cleared for graduation.

Students who are not cleared for graduation will not be able to participate in the Commencement ceremony on Saturday, December 14th.
CLEARING FOR GRADUATION

- HOW WILL I KNOW WHEN I HAVE GRADUATED? -

Graduation clearing will begin on **Thursday, December 12th**. Once all final grades have been reported and students are successfully cleared for graduation, their graduation status will be checked off on Degree Works.

We will notify students immediately if there are any issues clearing them for graduation (e.g., incomplete coursework or unmet degree requirements).
Latin Honors will be awarded to students who complete all of their degree requirements with a final GPA of:

- **Cum Laude**: 3.50 to 3.74
- **Magna Cum Laude**: 3.75 to 3.89
- **Summa Cum Laude**: 3.90 or higher
In order to be eligible for Latin Honors, students who have completed coursework at another institution **MUST** have both of the following:

1. Required 3.5 GPA for all coursework completed at Winthrop University.

2. Required GPA for all coursework completed at Winthrop University PLUS that of all other coursework completed at another institution (whether those courses were transferred or not).

[Please Note: Courses taken at other institutions cannot raise a graduate to a higher level of academic honors.]
To find your GPA for Latin Honors,

- Check your Life GPA in Wingspan -

On your Wingspan account, on the left side of the ‘Home’ page, click on ‘Life/Honors GPA.’

There, at the bottom of the next page, you will find your Life GPA.
HONORS RECOGNITION

Students who have completed coursework at other institutions but do not qualify for Latin Honors may still qualify for **Honors Recognition**.

Undergraduate transfer students who are ineligible for Latin Honors but complete all of their degree requirements with a final **Winthrop GPA of 3.75** and who earn a minimum of **48 quality hours** (hours earned on a regular letter grade basis) at Winthrop University will receive **Honors Recognition**.
HONORS PROGRAM DEGREE

Students who successfully complete the honors program, although they will receive a special recognition of their own, will not necessarily qualify for either Latin Honors or Honors Recognition unless they meet the GPA requirements.
On the Commencement program, an asterisk (*) will be printed next to your name if you are **ELIGIBLE** to receive Latin Honors. This information is based on your GPA/LIFE GPA from your most recent semester.

The Commencement programs are printed the month prior to graduation (before final grades are reported) and therefore are only based on the **EXPECTATION** that you will receive Latin Honors.

The day before the Commencement ceremony (on Friday), graduates who received either Latin Honors or Honors Recognition will receive an e-mail from the Office of Records & Registration.
IMPORTANT ITEMS TO REMEMBER

- THINGS TO DO DURING YOUR LAST SEMESTER -

1. REVIEW THE COMMENCEMENT WEBPAGE
   - https://www.winthrop.edu/commencement

2. COMPLETE SENIOR SURVEY
   - You will receive an e-mail containing a hyperlink to the Senior Survey by the Monday prior to Commencement. The survey will take approximately 10-15 minutes to complete. Any questions about the survey should be directed to the Office of Assessment at 803/323-4576 or assessment@winthrop.edu.
DO YOUR RECORDS AGREE WITH OURS?

- IF NOT, LET US KNOW! -

If you find that our records do not agree with yours, please visit the **Office of Records & Registration** at 126 Tillman Hall or call 803/323-2194 – we would be happy to assist you!
WHAT IS COMMENCEMENT?

A ceremony in which degrees or diplomas are conferred upon graduating students.
The undergraduate Commencement ceremony will be on **Saturday, December 14th**.

The ceremony will begin promptly at **10:50 a.m.**. There, bachelors degrees will be awarded to candidates from the following colleges:

- College of Arts and Sciences
- College of Business Administration
- College of Education
- College of Visual and Performing Arts
Commencement will take place at the **Winthrop Coliseum** at 1162 Eden Terrace, Rock Hill, SC 29730.

Graduates should park in the **north parking lot**. Campus Police will help direct you to the nearest available parking space.

Degree candidates must enter the coliseum through the **north tunnel** for check-in.
COMMENCEMENT CEREMONY

- INVITED GUESTS -

Each degree candidate is asked to invite no more than ten (10) guests to Commencement.

There are no tickets, so seating is on a first-come, first-serve basis.

Doors of the Winthrop Coliseum open at 9:15 a.m. We ask that all guests be seated no later than 20 minutes before the start of the ceremony, or by 10:30 a.m.

Please ask your guests not to prolong their applause or cheering during the ceremony, as we want every graduate’s name to be heard.

Family and friends who are unable to attend Commencement may also watch a livestream of the ceremony on the Winthrop website.
COMMENCEMENT CEREMONY

- SPECIAL ASSISTANCE -

Graduates who require special assistance in order to participate in the ceremony will need to contact the Office of Accessibility:

Location: Bancroft Hall (Annex), 3rd Floor, Room 307
Office Hours:
  - Monday - Thursday, 8:30 a.m. - 5:00 p.m.
  - Friday, 9:30 a.m. - 4:00 p.m.
Phone: 803/323-3290
E-mail: accessibility@winthrop.edu
Website: https://www.winthrop.edu/hcs/about-accessibility.aspx

There will be seating at the ceremony designed for invited guests, including the elderly, who may require special assistance.
ORDERING YOUR CAP & GOWN

WHERE TO ORDER:
Caps and gowns will be available for order through the Winthrop Bookstore:
- 2020 Alumni Drive,
  DiGiorgio Campus Center
  Rock Hill, SC 29733
  803/323-3800

WHEN TO ORDER:
Caps and gowns will be available for purchase during Homecoming Week or students may order them in advance at the Graduate Finale:
- Tuesday, October 22, 10 AM – 2 PM, or
- Wednesday, October 23, 4 PM – 7 PM

EST. PRICE:
- $54.00 without tax (Bachelors cap and gown)

OLD CAPS AND GOWNS MAY BE WORN:
- Students are welcome to borrow and wear old caps and gowns to the Commencement ceremony.
At this event, you will be able to purchase your cap, gown, and graduation invitations; check your diploma name; learn more about alumni benefits; and much more! The event will happen on Tuesday, October 22 and again on Wednesday, October 23 for students who miss it.

**Tuesday, October 22 from 10 a.m. - 2 p.m.**

and again on

**Wednesday, October 23 from 4 p.m. - 7 p.m.**

at the Winthrop Bookstore Commons
ACADEMIC REGALIA

- WHAT TO WEAR -

Please wear **comfortable business attire**. Do not wear flip-flops, as this may be potentially dangerous.

All graduates must wear appropriate academic regalia during the Commencement ceremony. Please arrive dressed in your **cap and gown**, and don’t forget your cap tassel – it is small and easy to lose! Caps may not be decorated. Any caps that are decorated will be taken away.

Graduates may wear only **cords and stoles** from Winthrop honor societies and student organizations.

Graduates who earn Latin Honors (e.g., Magna Cum Laude) and those who are awarded Honors Program degrees will receive cords from the Office of Records and Registration during check-in. All other cords (and stoles) are to be received from chapters advisors or department chair.
Graduates will need to check in before the ceremony. Check-in is located inside the north tunnel of the Winthrop Coliseum.

The Commencement ceremony will begin promptly at 10:50 a.m. Graduates from the following colleges should arrive for check-in between 9:15 and 10:00 a.m.

- College of Arts and Sciences
- College of Business Administration
- College of Education
- College of Visual and Performing Arts

Graduates MUST come dressed in their caps and gowns.***
Graduates will check in at the tables for their respective colleges. There, they will receive their reader cards, which also lists their line-up numbers. Graduates \textbf{MUST NOT} lose or alter their reader cards.

For graduates with Latin Honors and/or an Honors Program degree, a note will be made on their reader cards and they will receive a cord to wear.
COMMENCEMENT DAY

- WHAT NOT TO BRING -

Do not bring anything ‘extra’ with you to check-in, as no storage will be provided for your items.

Do not bring anything that you cannot put in your pocket. If you bring a purse, make sure that it has a strap so that you can wear it under your gown if necessary.
COMMENCEMENT DAY

-CARD READERS-

At check-in, you will receive a **reader card** that lists your name and seat number.

The name on your card will be read aloud during the ceremony.

If your name is difficult to pronounce, you can meet with the card reader prior to the ceremony at check-in.
COMMENCEMENT DAY

- LINING UP FOR THE PROCESION -

After check-in, graduates will line up in the east hallway based on the seat numbers listed on their reader cards.

There will be signs in the hallway to help direct you to your place in line. For example, if the seat number listed on your reader card is ‘10R,’ look for the signs that read ‘9R’ and ‘11R,’ and place yourself in-between them in ‘10R.’

If you get confused, don’t worry – several personnel will be there to assist you with finding your place in line.

Most importantly… DO NOT LOSE OR ALTER YOUR READER CARD!
The Commencement ceremony will begin promptly at **10:50 AM**, so be sure to arrive early! It will start with the procession.

The procession will form two lines. Members of the procession will be in the following order:

- Platform party
- Faculty
- Degree Candidates

The procession will enter down the center aisle of the arena in two side-by-side lines, which will diverge at the stage. The graduates will be directed to their seats by the Student Marshals. Graduates should leave no empty seats between each other. Members of the procession and all guests will remain standing until after the singing of the National Anthem.
Academic deans will present the degree candidates from their respective colleges to the Provost.

Once all degrees are conferred, the President will instruct the graduates to move their tassels from the right side of their caps to the left side. The Student Marshals will usher the graduates to the stage.
COMMENCEMENT

- THE ANNOUNCING OF GRADUATES -

As graduates approach the stage, they should hold their reader cards in their left hands. When they reach the top of the ramp leading to the stage, graduates will give their reader cards to the reader.

After their names are announced, graduates will cross the stage, receive their diploma covers from the deans of their respective colleges, and shake hands with the Chair of the Board of Trustees and the President of the University.
Professional photographers from Lifetouch will be taking photos during the Commencement ceremony.

Three photos will be taken of each graduate – one on the ramp entering the stage, one shaking hands with the President of the University and the other in front of the Winthrop logo at bottom of the ramp exiting the stage.

Photos will be available for purchase online. Lifetouch will contact graduates after the ceremony with more information.
COMMENCEMENT

- SOME THINGS TO KEEP IN MIND -

Commencement is a formal event of great significance to you, your family and friends, and your graduating class.

Please keep in mind the following:

- Please do not decorate or throw your graduation caps.
- Men will be asked to remove their caps during the singing of the National Anthem.
- Both graduates and guests should refrain from unruly, threatening, or disruptive behaviors during the ceremony.
COMMENCEMENT CEREMONY

- THE FINAL PROCESSION -

After the singing of the Alma Mater, the platform party will exit the ceremony, followed by the faculty. The faculty will line-up down the middle aisle, making a ‘tunnel’ for the graduates to pass through. This is a good time to say goodbye to your professors!

The graduates, as directed by the Student Marshals, will exit the ceremony to pick up their diplomas in the diploma room behind the stage.
COMMENCEMENT CEREMONY

- DIPLOMAS -

At the end of the ceremony, graduates will be led to diploma room behind the stage to pick up their diplomas.

Diplomas will be distributed based on last name. Find the table with your last name.

When you receive your diploma, please ensure that your name is spelled correctly!

If you owe a balance to Winthrop University or if we have not yet received your final transcripts from another institution, you will not be able to pick up your diploma at the end of the ceremony.
IF YOU HAVE AN ACCOUNT BALANCE
- NO DIPLOMA -

If you have a balance, you will begin to receive e-mails (labeled ‘YOU HAVE A BALANCE’) in November alerting you of the balance owed on your account.

Be sure to keep an eye on your account! Last-minute charges can be added to your account for things such as traffic tickets, printing charges, etc., so be sure to check your account frequently in November. (Wingspan > Account Summary and Payments > View Statement)

PAY BALANCE BY

NOV. 25th
IF YOU HAVE AN ACCOUNT BALANCE  
- NO DIPLOMA -  

IF YOU HAVE A REMAINING BALANCE AFTER NOVEMBER 25TH… a diploma hold will be placed on your account. Your diploma and transcripts will be held until all balances are paid in full and your payment clears the bank.

IF YOU PAY YOUR BALANCE AFTER NOVEMBER 25TH… pay only in cleared funds (debit/credit card, cashier’s check from your bank, money order, or cash).

DO NOT PAY BY CHECK AFTER NOVEMBER 25TH… as Student Financial Services is required to hold your diploma and transcripts until the check clears our bank. This might not be until AFTER Commencement!

If you have any questions or concerns about your account, please contact Student Financial Services NOW! They are located across from the Cashier’s Office in 21 Tillman Hall and are open Monday through Friday, 8:30 – 5:00 PM.
If you do not attend Commencement, your diploma can be picked up from the Office of Records and Registration at 126 Tillman Hall after 12:00 PM on the following Monday, December 16th.

Any diplomas that are not picked up by 5:00 PM on Wednesday, December 18th will be mailed to the graduate’s permanent address. Please be sure that your permanent address on Wingspan is up to date!
WAS THIS HELPFUL?

- LET US KNOW! -

Please take a moment to complete this brief, three-item survey.

QUESTIONS?

- CONTACT US! -

Office of Records and Registration
126 Tillman Hall
recandreg@winthrop.edu
803/323-2194