



December 2020 Degree Candidates,
May 2020 & August 2020 Degree Recipients

Are invited to attend:

GRADUATION

Virtual Information Session

Learn about virtual ceremony instructions, diploma pick-up, and professional photo possibilities!

Wednesday, November 11
1:00 PM – 2:00 PM on Zoom

Winthrop University | Division of Academic Affairs | The Graduate School
211 Tillman Hall | 803/323-2204 | gradschool@winthrop.edu

VIRTUAL COMMENCEMENT CEREMONY

Winthrop University will hold a
VIRTUAL COMMENCEMENT CEREMONY

to celebrate the achievement of our December 2020
graduates, as well as August 2020 and May 2020 graduates.

This will be a pre-recorded virtual ceremony that will
broadcast on **Saturday, December 19, 2020.**



VIRTUAL COMMENCEMENT CEREMONY

You will be receiving TWO emails from TWO vendors:

- **#1 - STAGE CLIP:**

- A request for degree candidates to upload their information to STAGE CLIP'S website Participant Portal. Degree candidates will be able to submit a photo, a "thank you note", short video clip, etc. to be produced.
- Example from STAGE CLIP:



VIRTUAL COMMENCEMENT CEREMONY

You will be receiving TWO emails from TWO vendors:

- **#2 - NAMECOACH:**

- To help ensure that every graduate's name is pronounced correctly, an e-mail will be sent by NAMECOACH requesting for degree candidates to upload a recording on pronouncing their name.



voice-record their names

VIRTUAL COMMENCEMENT CEREMONY

Examples of StageClip produced virtual ceremonies:

i. Florida International,

<https://www.youtube.com/watch?v=hxYeUstdlpY>

ii. Louisiana Lafayette,

<https://www.youtube.com/watch?v=VTlc45qCOT8>

iii. Univ of Oregon,

<https://www.youtube.com/watch?v=mTkwA0RxPU8>

iv. York Tech,

<https://www.youtube.com/watch?v=j0UKtf1eYEM>

Check Information on GRADUATION APPLICATION:

CHECK DIPLOMA NAME LISTED FOR DIPLOMA ORDER

The screenshot shows the WingSpan website interface. At the top is a dark red header with the 'WINGSPAN' logo on the left and 'Email • Log Out' on the right. Below the header is a navigation bar with yellow buttons for 'Home', 'Personal Information', 'Student', 'Financial Aid', 'Faculty Services', 'Employee Detail', and 'Parent Portal Menu'. The main content area is titled 'Diploma Name Selection' and includes a 'RETURN TO MENU' link and a search bar. A blue icon and text instruct the user to select a name for the diploma. A red asterisk indicates required fields. The 'Name' section shows 'Name:' followed by 'Mary Jane Smith'. The 'Current Diploma Name:' section shows 'Mary J. Smith'. Below this is a dropdown menu labeled 'Current Name (' with 'Mary J. Smith' selected. A yellow arrow points from the text 'This is the name that will appear on your diploma. It will be printed exactly how you enter it here.' to the 'Current Diploma Name' field. At the bottom left is a 'Continue' button.

WINGSPAN Email • Log Out

Home Personal Information **Student** Financial Aid Faculty Services Employee Detail Parent Portal Menu

Diploma Name Selection RETURN TO MENU Search Go

Select the name to be printed on your diploma. You can make changes on the next screen.

* indicates required field

Name
Name: Mary Jane Smith

Current Diploma Name: Mary J. Smith

Select a Name for your Diploma
One of your Names:* Current Name (Mary J. Smith) ▼

Continue

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

For questions concerning your diploma name, please e-mail
gradschool@winthrop.edu.

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
- ✓ Total hours toward degree
- ✓ Hours above 599
- ✓ Any incomplete grades must be resolved
- ✓ Thesis, Oral Comps, and/or Recitals must be completed

CLEARING FOR GRADUATION

- HOW WILL I KNOW WHEN I HAVE GRADUATED? -

Once all final grades have been reported and students are successfully cleared for graduation, their graduation status will be checked off on Degree Works.

<input type="checkbox"/> Graduation Status	
For more detailed information regarding Graduation Steps, please visit https://www.winthrop.edu/recandreg/g	
<input type="checkbox"/> Graduation Term Check Completed for December 2020	Still Needed: Final Step: End of Term Office of Records and I
The Graduation Status box will not be checked off until the degree has been awarded.	



<input checked="" type="checkbox"/> Graduation Status
GRADUATION APPLICATION DEADLINES: Completed Application must be received in the visit https://www.winthrop.edu/graduateschool/commencement/
<input checked="" type="checkbox"/> Graduation Status: DEGREE AWARDED-AUGUST 2020.

We will notify students immediately if there are any issues clearing them for graduation (e.g., incomplete coursework or unmet degree requirements).

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 **The Graduate School Office** at 211 Tillman Hall,
CALL us at 803/323-2204, or
EMAIL us at gradschool@winthrop.edu

We would be more than happy to assist you!





DIPLOMA PICK-UP

- December 2020 Graduates will have the opportunity to come to campus and **pick up their diplomas** on **Saturday, December 19, 2020. Masks are required for all participants.**
- You will receive an **email** that will provide **time & location** to pick up your diploma.
- You may wear your **CAP & GOWN** the day of Diploma Pick-Up.
- **LIFETOUCH PHOTOGRAPHY** will be on campus to take your photo.

IF YOU HAVE AN ACCOUNT BALANCE

- NO DIPLOMA -

If you have a balance, you will receive e-mails (labeled 'YOU HAVE A BALANCE') (started in LATE OCTOBER) 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 and beginning of December.

December 4th = last day for e-checks and personal checks

December 11th = last day for Debit/Credit payments

(Wingspan > Account Summary and Payments > View Statement)

PAY BALANCE BY

DECEMBER

11th

IF YOU HAVE AN ACCOUNT BALANCE - NO DIPLOMA -

IF YOU HAVE A REMAINING BALANCE AFTER December 11th... 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 December 11th... pay only in cleared funds (debit/credit card, cashier's check from your bank, money order, or cash).

DO NOT PAY BY CHECK AFTER December 11th... as Student Financial Services is required to hold your diploma and transcripts until the check clears our bank. This might not be until AFTER graduation!

If you have any questions or concerns about your account, please contact:

Student Financial Services

21 Tillman Hall

803/323-2165

sfs@winthrop.edu

The office is open Monday through Friday, 8:30 – 5:00 PM.

DIPLOMAS... IF YOU DO NOT ATTEND DIPLOMA PICK-UP

If you do not attend Drive-in Diploma Pick-Up on Saturday, December 19, 2020, your diploma will be **mailed** to your permanent address.

Please be sure that your permanent address on Wingspan is up to date!



ORDERING YOUR CAP & GOWN

WHERE TO ORDER:

- Caps and gowns will be available for order through the Winthrop Bookstore.

WEBSITE:

- Winthrop.shopoakhalli.com

WINTHROP BOOKSTORE:

- 2020 Alumni Drive,
DiGiorgio Campus Center
Rock Hill, SC 29733
803/323-3800

EST. PRICE:

- \$100.00 without tax (includes Master's cap, gown, hood, and tassel)



- PHOTOGRAPHY BY LIFETOUCH -

Professional photographers from Lifetouch will be taking photos during the Diploma Pick-Up.

A photo will be taken of each graduate – in front of a back-drop.

Photos will be available for purchase online. Lifetouch will contact graduates with more information.

Lifetouch[®]

PHOTOGRAPHY FOR A LIFETIME[®]



TIME FOR SOME Q&A

1. Question: Will the virtual graduation be able to be viewed after December 19th and will it be shareable so that family members can view it?

Answer: Yes, it will be posted on YouTube and remain available for several months.

2. Question: What do we need to do/bring to prepare for the DIPLOMA PICK-UP event?

Answer: Please be sure to have your Student ID with you. If you do not have an official WU ID, a driver's license will work just fine.

3. Question: What is the schedule for the virtual commencement ceremony event? For example, schedule of speakers and when degree recipients' names will be called.

Answer: Graduates will receive detailed information on the virtual commencement ceremony in the coming weeks. The ceremony will be pre-recorded and include a welcome and remarks by Interim President Hynd, conferring of the degrees, a welcome from the Alumni Association, and most importantly a picture and/or short video from each graduate. Graduates will receive an email asking you to upload content (picture and/or video) from StageClip and a second email from NameCoach asking you to record the pronunciation of your name. Students must log-in to StageClip and verify your intent to participate in the virtual ceremony.

4. Question: If I opted out of the commencement ceremony when I applied, am I still able to come and pick up my diploma?

Answer: Absolutely.

TIME FOR SOME Q&A

5. Question: Can family come to pick up diplomas?

Answer: PLEASE NOTE that final details are still being worked out.

If the DIPLOMA PICK-UP is drive by only then yes, the graduate may have others in the car with them. However, if at the DIPLOMA PICK-UP graduates must park and come get their diplomas, we ask that the family remain in the car and not be with the student while they're picking up the diploma. This will help with safety and timing.

6. Question: Should graduates to wear masks when they pick up their diplomas?

Answer: Yes, masks are absolutely needed. Masks are mandatory except when having your picture taken.

7. Question: Is a cap and gown required to be worn at Diploma Pick-Up?

Answer: No, cap and gowns are not required to be worn the day of Diploma Pick-Up. Should you want your photo taken in your hood, there will be assistance available to properly adjust the hood.

8. Question: Can I wear a borrowed cap and gown to Diploma Pick-up Day?

Answer: Yes! Students are welcome to wear borrowed **black** caps and downs to Diploma Pick-Up Day. Tassels and hoods can be purchased separately from the Winthrop Bookstore.

9. Question: If my name is in the commencement program and is announced at the virtual commencement ceremony does this mean I graduated?

Answer: No, not necessarily. Because degree candidate names are submitted prior to graduation for printing purposes and pre-recorded for virtual commencement purposes it will not reflect your official graduation status. This information will be found in Degree Works or your official records. Please be sure to check this before coming to the Diploma Pick-Up event.

Q&A SESSION

QUESTIONS?

- CONTACT US! -

The Graduate School

211 Tillman Hall

gradschool@winthrop.edu

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