

## Commencement Meeting Minutes: Thursday, April 9, 2015

### Commencement Ceremony

- + Mandatory Rehearsal is Friday, May 15 at 3 p.m. Meet inside the Children's Theatre Main Stage.
- + The Ceremony is Saturday, May 16 at 3 p.m. at the Children's Theatre. Doors open at 2:30 p.m. for guests.
- + MFA/MA graduates meet at 1:00pm in Morrison 109 to receive your robes.
- + All students meet at 1:30 p.m. Saturday, May 16 on the Morrison steps for class photo.
- + All students line up at 2:15 p.m. in Morrison hallway.
- + Your attire is up to you. Traditionally, everyone dresses up.
- + Contact Zoey Melf in Student Affairs if your guests need special seating arrangements, OR if you will not be attending.

### Invites, Tickets, and Announcements

- + Tickets and invites will be available for pick up in Student Affairs office. Each student receives 4 tickets with invites. Watch your email for notices from Student Affairs about their availability.
- + Requests for extra commencement tickets can be made in person at Student Affairs. Deadline for extra ticket requests is May 1.
- + Students who request extra commencement tickets by May 1, will be notified by email if we can accommodate their requests.
- + The commencement ceremony will be streamed live and projected in Auditorium 150.
- + Remind guests they must have their ticket in order to be seated. The reception is open to everyone.

### Commencement Speakers

- + Cindy Gehrig
- + MFA/MA student speaker, Timothy Hamilton.
- + BFA/BSc student speaker, Elizabeth Aviles.

### BFA/BSc Commencement Exhibition

- Space assignments will be available in student mailboxes on Friday, April 10.
- Installation begins Monday, April 27, and runs through May 5. (Installation must be completed by Wednesday, May 6 before 8am.)
- Exhibition opens to the public Wednesday, May 6 at 8am sharp. Exhibition closes Saturday, May 16 after reception.
- Exhibition de-installation will be on Sunday, May 17.
- Talk to Academic Services with any installation questions, exhibition supplies needs, or to schedule installation help.
- Academic Services hours during installation week: Weekdays 8am-9pm, Weekends 4pm-9pm.
- Email [dbradberry@mcad.edu](mailto:dbradberry@mcad.edu) or [academic\\_services@mcad.edu](mailto:academic_services@mcad.edu) with questions ahead of time.

### Commencement Exhibition Reception - MCAD, May 16, 5-7 p.m.

- + Light refreshments & musical entertainment.
- + Tickets are not required to attend the reception.

### Exit Survey

- Watch your email for details. (Should be available 3 - 4 weeks before last day of class.)
- You must complete the online survey in order to receive your diploma.

### Van Derlip Awards

- This year Van Derlip Awards in the amount of \$2,500 each will be awarded to graduating seniors representing each of the college's departments; MFA, MA, Media Arts, Fine Arts, Design, BSc / Advertising.
- The guidelines have been sent out via MCAD mail, email, and intranet.
- Submissions will be accepted through the MCAD server only.
- The recipients of the awards will be announced during the commencement ceremony.
- Email Nicole Perricone ([nicole\\_perricone@mcad.edu](mailto:nicole_perricone@mcad.edu)) in the Academic Affairs office with questions.

### Records Office

- + Diplomas will be available to pick up 1-2 weeks after commencement.
- + Payment of all financial obligations / return of Library, Shop, and Media Center materials / completion of exit surveys are required or your diploma will be placed on hold.
- + You must fill out a "request to be mailed" form to receive your diploma via mail. It is preferred that you pick it up in person.

### Career Services Office

- + Assistance is available to you forever: [www.mcadcareerservices.com](http://www.mcadcareerservices.com)
- + To keep receiving the weekly email about jobs and opportunities make sure you update your email address on the Career Services website. [www.mcadcareerservices.com](http://www.mcadcareerservices.com)

### Alumni Association

- + Forward current contact information to [alumni@mcad.edu](mailto:alumni@mcad.edu) to stay connected.

If you have any questions stop by the **Student Affairs Office**.