



Unit of Student Records

2018 COMMENCEMENT GUIDE

WILEY COLLEGE

2018 COMMENCEMENT GUIDE

The guide is intended to provide instructions and information for the
May 2018 Commencement

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PART I

BEFORE

GRADUATION

THE DIFFERENCE BETWEEN COMMENCEMENT AND GRADUATION

Graduation is the completion of all graduation requirements and official posting of a student's degree to his/her academic record.

Commencement is the ceremony for participating students who are eligible to graduate.

Wiley College has one ceremony each year.

Note: Participation in the commencement ceremony **DOES NOT** constitute official graduation from the college.

GRADUATION WITH HONORS

For the ceremony only, the honors designation is based on your GPA through the fall semester. It is designed to recognize your achievement, but may (or may not) change when the GPA is computed with the final spring grades.

COMPLETION OF REQUIREMENTS

All degree requirements must be completed by May 5, 2018 to participate in the commencement ceremony.

All grades of "I" (Incomplete) must be completed and changed to letter grades by mid-term, of the graduating semester; failure to do so will result in denial of graduation. Students are responsible for working with their professors to resolve their "I"s and following up to ensure the Wiley College Authorization for Grade Change forms have been submitted.

Official transcripts for all credits taken outside Wiley College must be submitted to the Unit of Student Records prior to enrollment of the final semester. These transcripts must reflect:

- Courses completed previously but never submitted to Wiley College
- Any CLEP, AP or other credits earned from sources other than enrolled courses at other Colleges or Universities

Note: Copies of students' official transcripts are not sent to them automatically upon graduation. A complimentary copy is provided for each graduate with the diploma. Any student wishing to have a final transcript released before the complimentary copy is issued must make a formal request just as they would in any other situation.

VERIFICATION OF DEGREE

A degree will not be granted until all requirements have been verified. Incomplete grades listed on the degree audit, required transcripts from other institutions, and other evidence of outstanding requirements must be verified by the deadline date. If the requirements have not been verified by this date, the student will be denied graduation and must re-file for graduation subject to the filing for graduation guidelines (includes payment of fees).

REQUIREMENTS FOR GRADUATION

Requirements for Graduation:

Candidates must have:

- Completed a minimum number of semester hours as outlined in the College Catalog,
- Attained a minimum cumulative grade point average of 2.00;
- Attained no grade less than “C” in major and minor courses;
- Completed a minimum of 25 percent of the semester credit hours required for degree completion through instruction by Wiley College; or
- Completed a minimum of 45 semester credit hours of instruction through Wiley College in the Organizational Management and Criminal Justice Administration degree programs;
- Taken the rising junior examination, senior comprehensive examination and subject field test; and
- Paid all financial indebtedness to the College, including fines and disciplinary sanctions by March 23, 2018.***

Fall 2017 Critical Deadlines and Dates:

<input type="checkbox"/> First day for graduating seniors to schedule the Senior Comprehensive Exam (<i>Appointment Required</i>) <i>This exam should take approximately 2 hours.</i> <i>Institutional Research (903) 927-3237– McLeod Hall</i>	September 21, 2017
<input type="checkbox"/> First day to schedule Subject Field Test (<i>Appointment Required</i>) <i>Institutional Research (903) 927-3237 – McLeod Hall</i>	September 21, 2017
<input type="checkbox"/> First day to complete exit interviews (<i>Appointment Required</i>) <i>This exam consists of 25 questions to gauge your experience at Wiley.</i> <i>Institutional Research (903) 927-3237– McLeod Hall</i>	September 21, 2017
<input type="checkbox"/> First day to complete Stafford Loan Exit Counseling (<i>The completion of an on-line survey is required.</i>) <i>Mr. Kenan Woods, (903) 923-1256 – David L. Beckley Building</i>	September 12, 2017
<input type="checkbox"/> Last day to submit documentation in consideration for degree completion (official transcripts from other institutions, approved course substitution forms, CLEP exam scores, Credit for Prior Learning (CPL), or Credit by Examination for all prospective 2017-2018 graduates)	November 13, 2017
<input type="checkbox"/> Last day for advisors to submit Graduation Recommendations for December completers	October 13, 2017
<input type="checkbox"/> See Your Advisor Week/Degree Plan Week	September 18-22, 2017
<input type="checkbox"/> Last day to remove “I” grades	October 2-6, 2017
<input type="checkbox"/> Last day to drop/withdraw from a course with a “W”	October 27, 2017
<input type="checkbox"/> Last day to submit the Graduation Clearance form for December graduates	November 3, 2017

*Applications for Graduation are due in the Unit of Student Records on or before **Friday, November 3, 2017** for students completing degree requirements in December.*

Spring 2018 Critical Deadlines and Dates:

<input type="checkbox"/> Last day to order regalia (cap and gown) for May 2018	January 31, 2018
<input type="checkbox"/> Last day to pay graduation fee without a late fee	February 11, 2018
<input type="checkbox"/> First day to pay graduation fee with a late fee	February 12, 2018
<input type="checkbox"/> Deadline to submit Graduation Clearance form	March 23, 2018
<input type="checkbox"/> Deadline to pay graduation fee to participate in May 2018 graduation	March 23, 2018
<input type="checkbox"/> Deadline to secure fiscal clearance to participate in graduation (<i>Completion Date</i>)	March 23, 2018
<input type="checkbox"/> First day to retrieve commencement invitations	April 6, 2018
<input type="checkbox"/> Senior Examinations	April 2-20, 2018
<input type="checkbox"/> Final grades (Seniors) due to Unit of Student Records	April 16, 2018
<input type="checkbox"/> First day to apply for graduation for students who plan to complete degree requirements in May 2019	May 1, 2018
<input type="checkbox"/> Commencement Rehearsal (Mandatory) 10 a.m. & 2 p.m.	May 4, 2018
<input type="checkbox"/> Commencement Exercises	May 5, 2018

*Applications for Graduation are due in the Unit of Student Records on or before Friday, **December 1, 2017** for students completing degree requirements in May. Late fees will apply beginning February 12, 2018 thru March 23, 2018*

Mandatory Commencement Rehearsal Participation: (required for graduation)

<input type="checkbox"/> Commencement Rehearsal (Mandatory) Wiley College Alumni Gymnasium	May 4	10:00 a.m. <u>and</u> 2:00 p.m.
<input type="checkbox"/> Commencement Exercises Wiley College Alumni Gymnasium	May 5	10:00 a.m. (8:00 a.m. arrival)

GRADUATION FEES

GRADUATION FEE(S) ARE NOT REFUNDABLE, and there is NO refund if caps and gowns are not used. If for any reason you don't meet degree requirements as planned, the Application for Graduation and fees will remain on file for one year.

The Graduation Fee for the May 2018 Commencement Exercises is **\$175.00 per student (through February 11, 2018)**. Late fees apply beginning February 12, 2018, the graduation fee will be **\$275.00**. No graduation fees will be accepted after March 23, 2018.

FINANCIAL AID LOAN RECIPIENTS

Students who have received student loans must complete an exit counseling session in order to receive clearance for graduation from the Unit of Financial Aid. The exit counseling session is available on line at www.nslsds.ed.gov. Please note you must have your FAFSA ID and password to complete this step.

As a student loan borrower, you're faced with a new set of responsibilities. Be informed, make payments on time, and don't take chances.

Change of Status

As a federal student borrower, you are required to notify your school's financial aid office and loan holder about certain events.

You must notify your school's financial aid office if:

- You reduce your enrollment to less than half-time status
- You withdraw from school
- You stop attending classes
- You don't re-enroll for any term
- You have a change in your expected graduation date
- You change your name, local address permanent address, or email address

Shortly before your enrollment ends you must participate in exit counseling with your school, during which you will update your loans records about your:

- Permanent address
- Email address
- Telephone number
- Future employer

You must notify your loan holder if you don't enroll:

- At least half time for the loan period certified, or
- At the school that certified your eligibility

You must notify your loan holders promptly if any of the following events occur before loans held by your loan holders are repaid:

- You change your address, telephone number, or email address
- You change your name (For example, maiden name to married name)
- You withdraw from school or begin attending less than half time
- You transfer from one school to another
- You change your employer, or your employer's address or telephone number changes
- You have any other change in status that would affect your loan (for example, the loss of eligibility for an unemployment deferment by obtaining a job).

Grace Period for Direct Loans

You will receive a grace period (generally six months) before you must make the first payment of your **Federal Direct Loan**. The grace period begins the day after you're no longer enrolled at least half time at an eligible school.

Your grace period doesn't include any period up to three years during which you're called or ordered to active duty for more than 30 days from a reserve component of the Armed Forces of the United States, including the period necessary for you to resume enrollment at the next available regular enrollment period.

Delinquency

A loan is considered delinquent if you make late payments. A payment is late if the loan holder or servicer has not received it by the day after the due date.

Delinquent payments can cost you extra money and can affect your credit history for years to come:

- You can pay more due to late fees under the terms of your loan
- Your credit score can be lowered because of late payments—future consumer loans (home, car, etc.) can cost you more in higher interest rates
- You could lose your ability to borrow money in the future

Default

Default is falling behind on your scheduled payments over an extended period – usually 270 days or more. Default means that you have violated your loan agreement, and the lender or servicer can request immediate payment in full.

Under certain circumstances, if you default on your loan, federal and state laws require guarantors like TG to:

- Withhold a percentage of your wages until your account is paid in full
- Report your default to all national credit reporting agencies
- Add collection charges, attorney fees, and court costs to the balance of your loans
- Place a hold on the renewal of your State of Texas Practitioner's License
- Seize our federal tax refund and other state or federal payment
- Prevent you from receiving additional federal student aid and other federal benefits

GENERAL INFORMATION

A. Any student who has not cleared all financial obligations to the College by March 23, 2018 will not be permitted to participate in commencement exercises, receive his/her diploma or a copy of his/her transcript until all financial indebtedness has been paid.

B. Appropriate Dress for Graduates – Please adhere to the following guidelines:

Female Graduates

All females are to wear the following:

1. Black or navy blue lightweight dresses.
2. Navy blue or black shoes (open or closed toes). Boots or shoe boots are not acceptable.
3. Off black or navy blue hosiery (absolutely no bare legs). You are encouraged to bring an extra pair of hosiery for emergency purposes. Knee highs or tights are not acceptable.
4. No dangling earrings (small studs acceptable).

Male Graduates

All males are to wear the following:

1. Black or navy blue dress slacks.
2. White shirt or white collared shirt.
3. Necktie or bow tie of choice.
4. No jackets.
5. Black or navy blue shoes.
6. Black or navy blue socks.

NOTE: ALL ROBES MUST BE WRINKLE-FREE.

The appropriate cap for all degrees is the familiar black “mortarboard.” The tassel should hang to the right of the face. Following conferral of the degree, the tassel is moved to the left. The mortarboard is worn straight on the head with the point of the cap in the center of the forehead.

C. We recognize that this will be a joyous occasion for you; however, the College requests that you conduct yourselves with the dignity befitting this solemn occasion. Furthermore, adornments not sanctioned by the College added to the caps and gowns (e.g., decoration of the mortarboard of the cap) are not allowed. If your attire is deemed inappropriate, you will not be allowed to participate in the ceremony. The College wishes to maintain the dignified decorum this occasion deserves.

D. **Ask your guests to be seated by 9:00 a.m. for the Commencement Exercises.** Once Commencement Exercises begin, no one will be allowed to enter until the processional is completed. **You are free to invite as many of your friends and family as you like. NO admit card is required for them to attend.** The Commencement Exercises should be completed by Noon.

- E. Free parking will be available. Wiley College Police Officers will direct you to parking spaces upon arriving at the Wiley College Alumni Gymnasium.

- F. Parents or guests will not be allowed to block the aisles or approach the stage to take pictures of graduates coming on or off the stage. You and your guests will have ample opportunity to take pictures immediately following the Commencement Exercises.

PARKING

Graduates will receive a Reserved Parking Permit for Graduate Parking during the first mandatory commencement rehearsal. This will allow you to park in the parking lot designated specifically for graduates. Please present the parking permit to the officer on duty at the Thirfield Hall and Dogan Hall parking lot for entry.

Designated parking lots will be open to the public. Members of the Public Safety staff will direct traffic to appropriate parking areas. A shuttle service will be in operation throughout the day. Parking for those with special needs and the physically challenged will be available. Special signage will direct traffic to the special needs drop-off area located in front of the Alumni Gymnasium. Families and guests are urged to arrive in time to be seated by 9:00 a.m. The procession will begin promptly at 9:30 a.m. Ushers will be available.

INSTRUCTIONS FOR THOSE WHO CANNOT ATTEND COMMENCEMENT EXERCISES

Mailing Arrangements

1. Write a letter to the Director of Student Records/Registrar requesting that your degree be sent by mail. E-mail the request to registrar@wileyc.edu.
2. Give your exact mailing address with the letter.
3. Your degree will not be mailed until after the Commencement Exercises when your degree is actually conferred. Only graduates who have successfully cleared all College obligations will receive their degree.

NOTE: Students' degrees are kept in their academic file in the Unit of Student Records if mailing arrangements have not been made.

PART II

PREPARATION

FOR THE

GRADUATION

CEREMONY

COMMENCEMENT EXERCISES

DATE: Saturday, May 5, 2018
PLACE: Wiley College Alumni Gymnasium
TIME: 10:00 a.m.
(*The academic procession begins promptly at 9:15 a.m.*)
DRESS: Cap and Gown

CAPS AND GOWNS

Those seniors who ordered caps and gowns may retrieve them at the last commencement rehearsal. The last day to place your order is January 31, 2018. A late fee will be applied to all orders received after this date.

ANNOUNCEMENTS

Each graduate will receive 5 standard announcements. They may be picked up beginning April 6th at the Cashier's Window. Announcements not retrieved by April 18th will be released for purchase (\$1.00 each).

INSTRUCTIONS FOR CHECKING IN WHEN YOU ARRIVE

- A. Graduates will be asked to report at 8:00 a.m. on Saturday, May 5th for final instructions for Commencement Exercises.
- B. As you come in the door to line up for graduation, you will be checked off the list for your division and given a certified card designating your place in line.

INSTRUCTIONS FOR THE GRADUATION PROCESSIONAL

- A. When you line up after checking in, a Wiley College Marshal will give you instructions on marching in, when to stand or sit, and when to go to the stage area.
- B. **PLEASE HAVE YOUR "CERTIFIED" CARD IN HAND TO TAKE WITH YOU WHEN YOU GO TO THE STAGE.** When you get to the stage, your 3x5 CARD will be collected and handed to the person announcing the names of the graduates.
- C. After the Benediction, graduates are required to hold their positions in the assigned seating areas until given directions by the Marshal.
- D. Graduates will be directed by the Marshal to clear the ceremony area before dispersing to greet family and friends.

PART III

AFTER

GRADUATION

DIPLOMAS

Diplomas will be distributed following the commencement exercises.

The name on your diploma and transcript will reflect the name of which you attended Wiley College. Upon completion of graduation requirements, no changes will be made.

DUPLICATE DIPLOMAS

You may purchase duplicate copies of your degree at this time. The cost for each duplicate diploma is \$25.00 and the cost for the cover is \$10.00 (optional). The fee for the duplicate diploma is due before the originals are ordered. Once diplomas have been ordered, no changes will be made.

JICS AND GOOGLE MAIL

Wiley College students JICS and Google E-mail accounts are active and available even as graduates. Please maintain your JICS log-in information to obtain unofficial transcripts at the click of a button.

Best wishes in all your future endeavors!

