



# MEMORANDUM

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**DATE:** October 21, 2021  
**TO:** CANDIDATES FOR GRADUATION  
**FROM:** Carl S. Pettis, Ph.D., Commencement Coordinator  
**RE:** 2021 FALL COMMENCEMENT

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On behalf of President Quinton T. Ross, Jr., and the Alabama State University community, I would like to be the first to congratulate you on earning your degree. You have worked hard, faced challenges, turned those challenges into success, and Commencement is a time for you to celebrate with your family, classmates, and friends.

The purpose of this correspondence is to inform you of the structure and procedures related to Commencement.

**Commencement Convocation Session I** will be held on Friday, December 3<sup>rd</sup>, at 8:45 a.m. The following Colleges will participate in this session:

The Harold Lloyd Murphy Graduate School  
College of Liberal Arts and Social Sciences  
College of Education  
College of Visual and Performing and Arts  
University College

**Commencement Convocation Session II** will be held on Friday, December 3<sup>rd</sup>, at 1:45 p.m. The following Colleges will participate in this session:

The Harold Lloyd Murphy Graduate School  
College of Science, Technology, Engineering and Mathematics  
The Percy J. Vaughn, Jr. College of Business Administration  
College of Health Sciences

**Note: The Harold Lloyd Murphy Graduate School will award graduate degrees during all Convocations in accordance with the graduate degree offerings of each college.**

The Fall Convocation will be held in the ASU Stadium. In the case of inclement weather, graduation may be moved to the ASU Acadome or postponed. Candidates for Fall graduation must complete several steps and be aware of the various Commencement activities.

Information and communication regarding Commencement is available on a web page dedicated to the 2021 Commencement activities. The purpose of the page is to provide up-to-date information about Commencement. It is linked to the ASU homepage (<https://www.alasu.edu/academics/commencement>), and you can access it by clicking the announcement link. If there are any special announcements or changes,

we will include them on this page, including this memo. You will also find a list of hotels and directions to the campus to assist your family members with their travel plans.

### ***Graduation Fee***

The Graduation Fee (\$150.00) is charged to all candidates for graduation regardless of Commencement participation. If you paid your Graduation Fee and do not meet degree requirements for Commencement, it is University policy that you complete a new graduation application and pay the required fee again for the next Commencement.

### ***Rehearsal***

As a precautionary measure, we will not hold any rehearsals for Commencement.

### ***President's Reception***

TBD (We are presently considering whether this event will occur.)

### ***Commencement***

Commencement Convocation Session I will begin promptly at **8:45 a.m. on Friday, December 3, 2021**. You are to arrive at the designated area by **7:30 a.m.** in your academic regalia. All candidates should enter the stadium through gate D. There will be volunteers available to verify your name is on the list of participants for Convocation. **Picture ID, face masks and temperature checks are required for entry.** Upon verification, you will proceed to sections 114-120 of the stadium to prepare for the processional.

Commencement Convocation Session II will begin promptly at **1:45 p.m. on Friday, December 3, 2021**. You are to arrive at the designated area by **12:30 p.m.** in your academic regalia. All candidates should enter the stadium through gate D. There will be volunteers available to verify your name is on the list of participants for Convocation. **Picture ID, face masks and temperature checks are required for entry.** Upon verification, you will proceed to sections 114-120 of the stadium to prepare for the processional.

**Graduation is a formal ceremony.** Gentlemen should wear black slacks, a white dress shirt, and black shoes. Ladies should wear black skirts, a white blouse, and black shoes. Be mindful that it may be in your best interest to wear flat shoes or wedge heels due to the long processional and walking across the turf field. Please note that excessive decoration on hats will be deemed inappropriate. **Masks are mandatory.**

### ***Tickets***

All candidates will be provided ten (10) tickets for graduation. No guests will be allowed entry without a valid ticket. For this year's ceremonies, you will have to reserve your seating in advance. Further communication will be released when tickets are made available.

### ***Stadium Entry for Ticketed Guests***

On the day of Commencement, Gates A, B, C, and E will be open approximately one and a half hours before the beginning of Convocation. All ticketed guests must enter through these gates. We encourage everyone who may have preexisting conditions that restrict his/her mobility (wheelchairs, limited walking ability, etc.) to enter through Gate E. **Masks are mandatory.**

### ***Temperature Checks***

**ALL** attendees will have their temperature checked before entering the stadium. Anyone who has an elevated temperature will not be afforded entry into the stadium. This safety measure is to ensure the well-being of all parties.

### ***Clear Bag Policy***

The University will enforce its clear bag policy for all events.

**Stadium Seats**

No metal stadium seats will be permitted. Seat cushions will be allowed.

**Parking**

The University will be using many of the game day protocols on December 3<sup>rd</sup>. Parking will be allowed in Zones A-1, A-2, and all lots east of Harris way with the exception of Zone D. (See the attached campus parking map.)

**Special Needs**

We will have an interpreter to sign for persons who have a hearing impairment. If any of your guests need this accommodation, please have them sit on the right-hand side of the ASU Stadium facing the stage. In addition, guests who need special assistance to get to their seats should be dropped off at Gate E of the ASU Stadium. University Police will instruct the driver to find parking elsewhere on the campus once the passenger(s) is (are) dropped off. The University has a limited number of wheelchairs available, and they may only be used to transport your guests to their seats. Once the guest reaches his/her seat, the wheelchair will need to be returned. ***If a guest needs to be in a wheelchair throughout the ceremony, the guest will have to provide the wheelchair.***

**Graduation Clearances**

Final exams for candidates for graduation are Thursday, November 18, 2021, through Friday, November 19, 2021. Grades will be due on Monday, November 22, 2021.

**Graduation Obligations**

As you prepare for the Commencement celebration, you must complete several obligations before ***Friday, November 26, 2021***. ***ALL academic requirements and financial obligations must be met.***

Approximately three weeks before graduation, the ***Graduation Checklist*** will appear under your ***To-Do List*** in ***Campus Community*** in ***Hornet's Web***. As each of the checklist items is satisfied, they will be removed from your To-Do List by the respective offices.

Final exams for graduation candidates are Thursday, November 18, 2021, through Friday, November 19, 2021. Your instructors will submit your final grades by Monday, November 22, 2021. The deadline for clearing your outstanding deficiencies (course substitutions, course waivers, test results, grade changes, etc.) is ***Wednesday, November 24, 2021***. Remember, ***ALL REQUIREMENTS*** must be satisfied. Your grades will be processed and ready for viewing via the Internet (ASU Web) beginning on Monday, November 29, 2021.

**Photos and Invitations**

Village Photographers is the official Commencement photographer. They will take photographs of each graduate during the ceremony. They will provide additional information about acquiring your photographs at the ceremony. You may contact them at the following address: Village Photographers, Box 2550, Auburn, AL 36831-2550. Their telephone number is (334) 821-9196 and email address is [info@villagephotographers.com](mailto:info@villagephotographers.com).

If you are interested in purchasing personalized invitations or a class ring, they can be ordered from the Herff Jones Company by calling the toll free number 1-800-437-3393 (ext. 2039) or by visiting: [www.herffjones.com/college/alsu](http://www.herffjones.com/college/alsu). If you have not ordered your academic regalia, you may do so now online at the same address. The **Deadline** is **November 1, 2021**. This information has been disseminated via email by Academic Affairs since October.

**Important Numbers**

<b>Office</b>	<b>Telephone #</b>
<b>Alumni Affairs</b>	<b>(334) 229-4280</b>
<b>Career Services</b>	<b>(334) 229-4156</b>
<b>Cashier's Office</b>	<b>(334) 229-4197</b>
<b>Financial Aid Office</b>	<b>(334) 229-4323</b>
<b>Harold Lloyd Murphy Graduate School</b>	<b>(334) 229-4275</b>
<b>Housing Office</b>	<b>(334) 229-4357</b>
<b>Library</b>	<b>(334) 229-4106</b>
<b>Post Office</b>	<b>(334) 229-4481</b>
<b>Records and Registration</b>	<b>(334) 229-4243</b>
<b>Student Accounts</b>	<b>(334) 229-4218</b>
<b>Student Affairs</b>	<b>(334) 229-4241</b>
<b>Teacher Certification Office</b>	<b>(334) 229-4271</b>
<b>University Bookstore</b>	<b>(334) 229-4143</b>
<b>University Operator</b>	<b>(334) 229-4100</b>

## IMPORTANT STEPS FOR GRADUATION CLEARANCE

### STEP I CASHIER CLEARANCE

Candidates must report to the Cashier's Window to pay any outstanding balances. *(Cashier's Office closes daily at 4:45 p.m.)* **You may complete this step at any time prior to November 26, 2021.**

### STEP-II FINANCIAL AID OFFICE CLEARANCE

*Candidates who did not receive federal loans or Teach Grant funds can skip this step and proceed to the star below. The Office of Financial Aid will automatically provide financial aid clearance.*

Candidates who borrowed Direct Subsidized/Unsubsidized Loans and are graduating Fall 2021 must follow the steps below to complete an Exit Counseling session:

1. Go to [www.studentaid.gov](http://www.studentaid.gov)
2. Log in using your FSA ID that you used to sign your FAFSA Application
3. Select the Manage Loans tab
4. Select Complete Exit Counseling
5. Complete the entire session and submit electronically

Candidates who borrowed Federal Perkins Loans will also have to complete the Perkins Exit Counseling session. You will receive your pin/password via email from ECSI (check spam mail). Follow the steps below:

1. Go to <https://heartland.ecsi.net>
2. Sign in or register as a new user
3. Enter the School code: 001005
4. Enter your Account number (your Social Security Number)
5. Heartland Key: Info will be sent via email from Heartland ESCI
6. Select the Documents tab, then Exit Interview
7. Complete the entire session and submit electronically

Candidates who received Federal Teach Grant funds must complete the Teach Grant Exit Counseling Session. Follow the steps below:

1. Go to [www.studentloans.gov](http://www.studentloans.gov)
2. Log in using your FSA ID that you used to sign your FAFSA Application
3. Select the Manage Loans tab
4. Select Complete Exit Counseling
5. Select Teach Grant Exit Counseling
6. Complete the entire session and submit electronically

You will be cleared by the Financial Aid Office once the electronic confirmation has been received that you have successfully completed the Exit Counseling session(s). **You may complete this step at any time prior to November 26, 2021.** Please contact the Office of Financial Aid if you have questions pertaining to this step at (334) 604-8126 (Federal Perkins Loans) or (334) 229-4862 (Federal Direct Subsidized/Unsubsidized Loans).

**THE CASHIER AND FINANCIAL AID CLEARANCE MUST BE COMPLETED BEFORE YOUR DIPLOMA WILL BE RELEASED.**

**STEP IV DIPLOMAS**

We will not distribute diploma covers during the Convocation as candidates cross the stage. Diplomas will be mailed via Certified Mail. To receive your diploma, you must email your request to: [diplomarequest@alasu.edu](mailto:diplomarequest@alasu.edu). Please include the following information in your request:

1. Full Name
2. Student ID#
3. Term completed
4. Correct mailing address
5. Phone #

<b>2021 SPRING COMMENCEMENT EVENTS</b>			
<b>Activity</b>	<b>Time</b>	<b>Date</b>	<b>Place</b>
<b>Final Examinations</b>	<b>Varies</b>	<b>Thursday, November 18, 2021 - Friday, November 19, 2021</b>	<b>Varies</b>
<b>Academic Clearance Deadline</b>	<b>--</b>	<b>Wednesday, November 24</b>	<b>--</b>
<b>Faculty Submit Final Grades</b>		<b>Monday, November 22</b>	<b>Online</b>
<b>Commencement Exercises Session I</b>	<b>8:45 a.m.</b>	<b>Friday, December 3</b>	<b>ASU Stadium</b>
<b>Commencement Exercises Session II</b>	<b>1:45 p.m.</b>	<b>Friday, December 3</b>	<b>ASU Stadium</b>