



MEMORANDUM

DATE: **October 17, 2022**

TO: **CANDIDATES FOR GRADUATION**

FROM: **Carl S. Pettis, Ph.D., Commencement Coordinator**

RE: **2022 FALL COMMENCEMENT**

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 2nd, 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 2nd, 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 2022 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

We will not hold any rehearsals for Commencement.

President's Reception

Details related to this event will be forthcoming. Please remember to check your email.

Commencement

Commencement Convocation Session I will begin promptly at **8:45 a.m. on Friday, December 2, 2022**. 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 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 2, 2022**. 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 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.

Tickets

All candidates will be provided ten (10) tickets for graduation. **These tickets will ONLY be necessary in case of inclement weather which might cause the ceremony to be moved to the ASU Acadome.** If the ceremony is moved, no guests will be allowed entry without a valid ticket. Further communication will be released when tickets are made available.

Stadium Entry for 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 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.

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 2nd. 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. Additionally, 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 17, 2022, through Friday, November 18, 2022. Grades will be due on Monday, November 21, 2022.

Graduation Obligations

As you prepare for the Commencement celebration, you must complete several obligations before Wednesday, November 23, 2022. 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.

The deadline for clearing your outstanding deficiencies (course substitutions, course waivers, test results, grade changes, etc.) is Wednesday, November 23, 2022. Remember, ALL REQUIREMENTS must be satisfied. Your grades will be processed and ready for viewing via the Internet (ASU Web) beginning on Monday, November 28, 2022.

Photos and Invitations

The Grad Team (www.TheGradTeam.com) 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.

If you are interested in purchasing personalized invitations or a class ring, they can be ordered from the Herff Jones Company by visiting: <https://colleges.herffjones.com/college/alsu/>. If you have not ordered your academic regalia, you may do so now at the address above. The **Deadline is Friday, November 4, 2022.**

Important Numbers

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

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 30, 2022.**

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 2022 must follow the steps below to complete an Exit Counseling session:

1. Go to www.studentaid.gov
2. Log in using your FSA ID that you used to sign your FAFSA Application
3. Select the Loan Repayment tab
4. Select Loan 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.studentaid.gov
2. Log in using your FSA ID that you used to sign your FAFSA Application
3. Select the Loans and Grants tab
4. Select TEACH Grants
5. Scroll and select TEACH Grant Exit Counseling

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 30, 2022. Please contact the Office of Financial Aid if you have questions pertaining to this step at (334) 229-4862 (Federal Perkins Loans) or Office of Fiscal Affairs (334) 229-5814 (Federal Direct Subsidized/Unsubsidized Loans).

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

STEP IV DIPLOMAS

After the conclusion of the Commencement Convocation, graduates should report to the lobby of the Ralph D. Abernathy Auditorium.

You are to present your picture ID card (driver’s license or ASU ID card) to the Office of Records and Registration personnel at the table who will verify your name on their graduation clearance list. Once cleared, you will be given an envelope containing your diploma.

Please Note: The Diploma Station will open **IMMEDIATELY FOLLOWING** the Commencement recessional. Also, the station will only be open for **ONE HOUR** after the recessional.

FALL 2022 COMMENCEMENT EVENTS			
Activity	Time	Date	Place
Final Examinations	Varies	Thursday, November 17, 2022, through Friday, November 18, 2022	Varies
Faculty Submit Final Grades	--	Monday, November 21, 2022	Online
Academic Clearance Deadline	--	Wednesday, November 23, 2022	--
Commencement Exercises Session I	8:45 a.m.	Friday, December 2, 2022	ASU Stadium
Commencement Exercises Session II	1:45 p.m.	Friday, December 2, 2022	ASU Stadium