

**MEMORANDUM**

TO: Candidates for Graduation on May 8, 2010  
FROM: Lynda Lee Purvis, Dean for Academic Services and Special Programs  
DATE: March 3, 2010

According to the application for graduation filed in the Registrar's office, you are a candidate for graduation in May 2010. **This memorandum is in no way an indication that you have completed the requirements for receiving your degree unless the Registrar has officially notified you. IF YOUR GRADUATION DATE HAS CHANGED, PLEASE CONTACT THE REGISTRAR'S OFFICE IMMEDIATELY (229-928-1331) or ([loliver@gsw.edu](mailto:loliver@gsw.edu)).**

**General Information**

The Spring Graduation for Georgia Southwestern State University will be held Saturday, May 8, 2010, at 11:00 a.m. in Convocation Hall of the Student Success Center. There will be no rehearsal. In order to ensure that you are in the correct place and that you have all necessary instructions, please report to the Intramural Gym located in the Student Success Center no later than 10:15 a.m. on May 8. Be sure to have your cap and gown with you when you arrive. **Do not bring anything else with you – purse, coat, camera, etc. The Intramural Gym will not be secure after you leave for the ceremony.**

A Graduation Breakfast has been planned for all graduates, prior to the ceremony at 8:30 a.m. in the Dining Hall. Honor graduates and other recognitions will be presented at this time. This event is a very special time to visit with faculty and fellow students for the last time before you move on in your career or to graduate school. Space will allow for graduates only at this occasion.

All candidates for graduation are expected to participate in the graduation exercises. If you are unable to participate and have not officially notified the Registrar of your desire to graduate in absentia, please contact that office immediately at 229.928.1331 or email Ms. Lois Oliver, [loliver@gsw.edu](mailto:loliver@gsw.edu). Physically challenged candidates should immediately notify the Office of Academic Affairs, 229.928.1361, of desired special accommodations.

**Mailing Address**

**It is imperative for the Registrar's Office to have your correct address.** If your address differs from the one listed in RAIN or will change prior to graduation, please notify Ms. Lois Oliver, Assistant Registrar immediately at [loliver@gsw.edu](mailto:loliver@gsw.edu) or complete a Change of Address form, [http://gsw.edu/~aaf/student\\_forms/addresschangeform.pdf](http://gsw.edu/~aaf/student_forms/addresschangeform.pdf) **Please include link to Change of Address form.**

**Ordering Your Cap and Gown**

All students who plan to march must wear the appropriate GSW cap and gown for the ceremony. Go to <http://gsw.edu/main/graduation.html> to order yours. The deadline for ordering is March 22.

**Tickets for Guests Attending the Graduation Ceremony**

Guest tickets will be mailed to only those students who have indicated they will be marching at the graduation ceremony on May 8. If you have changed your mind about attending or not attending the

ceremony, email Ms. Lois Oliver at [loliver@gsw.edu](mailto:loliver@gsw.edu) or call her at 229-928-1331 by Friday, March 19. Tickets will be mailed out by April 16. The number of tickets issued per students depends on the number of graduating students marching. That number will be determined by March 24 and emailed to you.