

PAUL SMITH'S COLLEGE
AN OPEN MEMO ON THE 2012 COMMENCEMENT

Graduation Rehearsal

(All Potential graduates are encouraged to attend)

Wednesday, April 25, 2012, 4:30 p.m. - BUXTON ANNEX
Line up - ALL BACHELOR'S DEGREES CANDIDATES – Tunnel between gyms; ALL ASSOCIATE'S AND CERTIFICATE DEGREE CANDIDATES – Back hall of Buxton.

PLEASE NOTE: The Line-Up on Saturday, May 5, 2012, will follow the same format as the rehearsal, but will be held in PICKETT HALL to provide quicker access to the site. The program designations will be posted on the wall; name cards, hoods, and honor stoles will be distributed at that time. Graduates are asked to arrive at 10:00 a.m. Bachelor's Graduates line up downstairs; Associate's graduates will line up on the second floor.

Activities: Wednesday p.m., May 3, through Thursday, May 4 – To be announced by Student Affairs

COMMENCEMENT: SATURDAY, MAY 5, 2012, 11:00 a.m., LAKE SIDE TENT, ADJACENT TO JOAN WEILL LIBRARY.

NOTES TO GRADUATES

Caps and Gowns: Available for pick up at the Paul Smith's Bookstore beginning Monday, April 9. Open hours are from 8 a.m. to 7 p.m., Monday through Thursday and 8 a.m. to 5 p.m. on Friday. Last minute distribution begins at 9 a.m. on Saturday, May 5. Note: It will be necessary for each graduate to fill out and turn in a Placement Information Sheet, which will be located in the bookstore, before receiving his/her cap and gown. [ALSO NOTE: Academic regalia was ordered for you. There is no cost to the graduate for the regalia]

Graduation Announcements: Announcements will be available at the Student Affairs Office in Joan Weill Student Center beginning Monday, April 9, with designated hours posted on the door. You may obtain ten announcements initially and may sign up for more at that time. There is no charge for the announcements.

(Note: *Announcements will be reserved in the Office of the Provost for students on Externship/Work Experience or September/December graduates who have not previously attended a ceremony and wish to participate in May. December and September graduates should contact dstratton@paulsmiths.edu to verify their intention to attend the ceremony.*)

There will be no tickets required for admission.

We suggest that foot apparel be conservative considering the ceremony will be held lake side, under the tent. Please remember that there are no pets allowed on campus.

Graduation/Participation in Commencement: According to the official college policy, "Students who have completed the graduation requirements, or have a cumulative grade point average of 2.0 or above and are within nine credits of completing graduation requirements, are permitted to participate in the ceremony." In order to assure your potential graduation or participation in the commencement ceremony on May 5, students should check the official lists posted in the Deans' Office in Pickett Hall, or the Registrar's Office in Administration 112, or talk to your respective Dean or Advisor. If you have any questions regarding your status, please take the time to check this list. You will be contacted by email individually by Doreen Stratton to verify your attendance.

Financial Obligations: Graduating students are reminded to complete all financial obligations with the Student Accounts Office prior to graduation. While all certified graduates may participate in the ceremony, some may not receive their diplomas because of unpaid balances. Please check with the Student Accounts Office to ascertain the status of your account. Hours are 9:00 a.m. - 4:00 p.m., Monday through Friday.

Saturday Reception: A post-graduation Alumni Reception will be held on the lake-front immediately following the ceremony. Meet your friends and their families to celebrate with your classmates, teachers, and staff.

NOTES TO FAMILIES

Because the final grades are not due until Monday, May 11, diplomas will not be distributed at the ceremony. Once the computations are complete, diplomas will be mailed as soon as possible. It is important to notify dstratton@paulsmiths.edu of any change in address. There will be no tickets required for admission.

The location of the ceremony is planned for lake-front, next to Joan Weill Library. Announcements are available for pick up in the Office of Student Affairs in Pickett Hall, during posted hours. Students may sign up for additional announcements at that time, which will be distributed once the first allotment has been distributed. Please note, we would suggest that foot apparel be conservative considering that the ceremony will be held lake-front, under a tent. Please remember that there are no pets allowed on campus.

We ask your assistance in determining with your son or daughter whether any financial obligations are still outstanding prior to graduation, and to schedule a visit with the Student Accounts Office to clear those pending transactions. Paul Smith's College is anxious to cooperate in whatever manner necessary to assist you in these matters, and suggests that foresight will best serve the graduation process.

Paul Smith's College Trustees will meet on Friday, May 4 on campus. One of their official actions is to certify the potential degrees approved by the faculty.

Parking on campus can be a problem on Commencement Day. Your cooperation is requested in using the lots designated will be appreciated. We will have Campus Safety Officers directing you to the available lots when you enter the campus. If anyone in your party needs assistance regarding building access or special seating because of physical limitations, please contact the Campus Safety Office [(518) 327-6300] in advance, or make your needs known to the traffic officer when you arrive. Transportation will be provided from the parking areas to the site of the ceremony.

For your convenience, the Paul Smith's Bookstore will be open from 9 a.m. to 3:00 p.m. on Saturday, May 5 with a special Graduation Sale for families.

Grad Trak Images will be on campus to take pictures of each graduate as s/he receives the diploma on stage. Graduates/Parents will receive a proof at a later date for possible purchase. There is no obligation to purchase photographs, but do feel free to utilize this service if you so desire. The company will contact you prior to the ceremony.

Questions may be addressed to dstratton@paulsmiths.edu.

We are looking forward to seeing you on May 5th.