TO:  

Spring 2013 Degree/Certificate Candidates

FROM:  

Enrollment Management

DATE:  

February 4, 2013

The entire St. Philip’s College community extends congratulations and wishes you every success as you prepare to graduate. The Graduation Ceremony for Spring 2013 will be held on Friday, May 10, 2013, 7:00 p.m. at Freeman Coliseum. Please see your Advisor to make sure you will be completing the requirements for your degree/certificate, if you have not already done so.

We hope that you will celebrate by participating in the scheduled graduation ceremony events. These are the ONLY graduation instructions you will receive. The schedule of events include the following:

Monday, May 6  
Graduation Rehearsal  
2:00-4:00p.m. Watson Fine Arts Theatre  
St. Philip’s College Campus

Friday, May 10  
Graduation Ceremony  
5:30 p.m. Check-in at the Lower Level of the  
Freeman Coliseum for line-up instructions.  
Please be on time!

7:00 p.m.  
Graduation Ceremony  
Freeman Coliseum; 3201 E. Houston St, San Antonio, Tx

Dates for picking up your cap and gown:

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Monday – Friday</td>
<td>April 22-26</td>
<td>8:30 a.m. – 4:30 p.m.</td>
<td>WEC 203</td>
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<tr>
<td>Wednesday</td>
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<td>8:30 a.m. – 6:00 p.m.</td>
<td>WEC 203</td>
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GRADUATION REHEARSAL: Please be on time. You will **not need** your cap and gown for rehearsal. At rehearsal you will be practicing the lyrics to the Alma Mater “St. Philip’s, St. Philip’s” with the College Choir Director. The lyrics of the song are included. Rehearsal time should be 1 ½ to 2 hours. **See you there!** Refreshments will be provided for our students right after the graduation rehearsal.

CAPS and GOWNS: Academic regalia will be worn for the graduation ceremony. Please make special note of the dates for picking up your cap and gown, which have already been ordered for you.

The graduation ceremony is a wonderful, memorable event for you and your family members, and we encourage you to participate. Guests should be encouraged to arrive no later than 6:00 p.m. No one will be seated during the procession or Graduation address.

If you plan to participate in the graduation ceremony, it is crucial that you pick up your cap and gown no later than Friday, April 26 by 4:30 p.m. **Caps and gowns, will not be available after this date.** The cap and gown are provided to you free and are yours to keep.
**HONOR CORDS:** If you belong to the Culinary Arts, Phi Theta Kappa, National Society of Leadership and Success Organization, or if you are an International Student, you can purchase your honor cord or stole from your sponsor. Students can wear honor cords or stoles during the graduation ceremony. **Students are not permitted to wear graduation tassels from these organizations.** The graduation tassel that will be worn in the St. Philip’s College graduation ceremony is the blue and white college tassel which will be provided with your graduation regalia.

**GRADUATION:** Degree/Certificate candidates will enter the Freeman Coliseum through the service entrance located near the Frontier Room, and check-in starts at 5:30 p.m. in the lower level. College Staff will provide direction. **IT IS CRUCIAL THAT DEGREE/CERTIFICATE CANDIDATES ARRIVE ON TIME.** You will **not be allowed** to carry anything into the auditorium during the procession. Please leave any items (e.g.: purses, coats, flowers, etc.) with family members. Any degree/certificate candidate who is disabled or requires special accommodations or assistance for graduation should contact the Records and Registration Office at (210) 486-2700 no later than MONDAY, DECEMBER 3.

Please note, **no balloons, glass, or baby strollers are allowed in the Freeman Coliseum building per regulations of the City of San Antonio Fire Department.**

**DRESS ATTIRE:** Dress attire for the graduation ceremony is Church/Professional Dress attire. Men, please wear a tie and women, please wear comfortable shoes. **NOTE:** color shoes will stand out in your graduation photos – suggestion, wear neutral color shoes.

**Parking:** Parking will be available at Freeman Coliseum. There will be **NO** reserved parking. Cost to park on the premises will be $5.00.

**Photography/Videotaping:** Photography and videotaping are permitted from any seat in the audience. Equipment that interferes with the view of others, such as tripods or bulky video equipment is **not allowed.** No photography of any kind is permitted on the stage floor. A professional photographer from Flash Photography will photograph each degree/certificate recipient as diplomas are awarded. Flash Photography, telephone (214) 443-9393 or e-mail address www.FLASHphotography.com. Information concerning ordering photos will be mailed to students from Flash Photography six to eight weeks after graduation.

**IMPORTANT NOTE--Grade changes and substitutions:** If your department advisor is processing any grade changes and/or substitutions, for meeting your graduation requirements for your degree/certificate, the deadline to submit any last minute documentation is due **Thursday, May 23, 2013.** All proper paperwork must be submitted to the Records and Registration Office, WEC 203. Submission of documents after this date will **postpone your graduation until the next degree-conferring period scheduled for Summer 2013.**

**DIPLOMAS, CERTIFICATES AND TRANSCRIPTS:** The process for verifying that you have completed degree/certificate requirements takes 10 to 12 weeks (not including holiday break) following the posting of grades. **Diplomas with the graduation date posted for May 2013 will be mailed to the address you indicated on your application.**

Questions regarding Graduation should be directed to the Records and Registration Office at 210.486.2700.