Congratulations! As a candidate for the Spring 2015 Commencement, you have achieved a milestone in your educational career. To participate in the Commencement Ceremony, a student must have completed all degree requirements in accordance with rules and regulations set forth in the AMSC catalog. Pending your successful completion of ALL requirements for graduation, you must adhere to the following information:

NON-ACADEMIC GRADUATION CLEARANCE FORM

- Starting **Monday, March 30, 2015** Non-Academic Graduation Clearance Forms will be available for pickup in the Office of the Registrar. You are required to submit a copy of your graduation fee receipt with your clearance form.

- Students who received student loans must complete Stafford Loan Exit counseling by **Friday, April 17, 2015**. Students must provide a copy of the Stafford Loan Exit counseling confirmation page in order to have the Non-Academic Clearance Form approved by the Office of Financial Aid. For more information, contact the Office of Financial Aid.

- Degree candidates should return all forms, complete with signatures to the Office of the Registrar by **Friday, April 24, 2015**. Summer 2014 and Fall 2014 Graduates are not required to resubmit the forms if they have already picked up their diplomas.

GRADUATION FEES

- Degree candidates and graduates must pay a **$25.00 Non-Refundable Graduation Fee**. The fee must be paid by **Friday, April 24, 2015**. Payments are made at the Cashier’s Window of the Business Office.

- Financial balances must be cleared with the Business Office. **DIPLOMAS WILL NOT BE ISSUED TO GRADUATES WHO HAVE NOT SETTLED THEIR ACCOUNTS WITH THE COLLEGE.**

CAPS & GOWNS & INVITATIONS

- Each degree candidate must purchase his/her Academic Regalia Package, which includes cap, gown, tassel and hood, from the AMSC Bookstore for **$75.00**. Graduates and Candidates may go the Bookstore for cap and gown measurement beginning **April 8, 2015**.

- Summer 2014 and Fall 2014 Graduates may purchase the Regalia Package as soon as it becomes available.

- Students currently enrolled in Spring 2015 courses must be cleared to participate in the ceremony before purchasing the Academic Regalia Package.

- Please contact the AMSC Bookstore for graduation invitations. **Guests are not required to have invitations to attend graduation.**

- Caps and Gowns must be purchased before 5:00 pm on **May 7, 2015**.

HONORS CORDS

- Honor Cords will be issued during graduation rehearsal. Students with a cumulative 3.20 – 3.49 GPA are designated as Honors; 3.50 – 3.79 High Honors; and 3.80 – 4.00 Highest Honors.

DIPLOMAS

- Your legal name on record at AMSC will be the name that is on your diploma.

- Diplomas are not awarded during the ceremony. They will be available for pick-up immediately following Commencement in Room 230 of the Physical Education Complex.
• For graduates that do not participate in the commencement ceremony, a valid picture ID is required when picking up diplomas in the office. Your diploma will not be released to anyone else without your written consent.

• **ALL FINANCIAL OBLIGATIONS TO THE COLLEGE MUST BE CLEARED BEFORE YOUR DIPLOMA CAN BE RELEASED.**

**GRADUATION STATUS**

• Please complete the Graduation Ceremony Confirmation Form located on the Registrar’s page of the college’s website at your earliest convenience. If you encounter difficulties with the electronic submission, save the PDF document and send via email to **commencement@atlm.edu.** You may also fax it to 404-756-5686.

• Final grades for degree candidates are due in the Office of the Registrar on **Friday, May 1, 2015.** Currently enrolled students may come to the Office of the Registrar for confirmation of their official graduation status and to obtain clearance to participate in the ceremony on **Monday, May 4, 2015 from 9:00 am – 5:00 pm.**

**GRADUATION REHEARSAL**

• Rehearsal for Commencement will be held on **Wednesday, May 6, 2015 at 4:00 pm** in the Edwin A. Thompson Student Center. **YOU ARE STRONGLY ENCOURAGED ATTEND REHEARSAL IF YOU PLAN TO PARTICIPATE IN THE COMMENCEMENT CEREMONY!!**

**COMMENCEMENT DAY**

• Graduates must report to the Edwin A. Thompson Student Center by **8:45 am.**

• Commencement will be held in the Physical Education Complex. The ceremony will begin at 10:15 am.

• While commencement is truly a celebration, it is also a formal academic ceremony that calls for respect and dignity. Please turn off all cell phones and remain seated for the duration of the ceremony.

**PARKING**

• Students may park in the **Red Parking Lot located behind the Edwin A. Thompson Student Center.**

• Those with special needs may be dropped off and picked up at the door of the Physical Education Complex.

**GRADUATION ATTIRE**

**Men**

• Dark pants (preferably black)
• Dark shoes and socks (preferably black)
• White shirt
• A tie that complements shirt/pants

**Women**

• Light weight, conservative dress (Pants strongly discouraged)
• Natural colored stockings
• Dark shoes (preferably black)
• Conservative jewelry

Notes:

• Please iron graduation gown prior to Commencement.

• Graduation cap should be worn flat on top of the head and should not sit on back or to the side of head.

• Official Transcripts will not be available until **Wednesday, May 13, 2015.** If you wish to make a transcript request before that date, please select hold for posting of degree and final grades.

• **ALL FINANCIAL OBLIGATIONS TO THE COLLEGE MUST BE CLEARED BEFORE YOUR DIPLOMA CAN BE RELEASED.**

**Questions**

- Office of the Registrar (404) 756-4001 registrar@atlm.edu
- Office of Financial Aid (404) 756-4002 finaid@atlm.edu
- Public Safety (404) 756-4477 psafety@atlm.edu
- Office of Academic Affairs (404) 756-4443
- AMSC Bookstore (404) 756-4097