# MARYGROVE COLLEGE

# IMPORTANT

## UNDERGRADUATE DEGREE CANDIDATES
## CLASS OF 2013

### INFORMATION FOR:

- GRADUATION FAIR
- BACCALAUREATE CEREMONY
- COMMENCEMENT CEREMONY

# IMPORTANT DATES

| Date/Time/Location | Event |
|---|---|
| **Wednesday, March 13 • Noon-7:00 p.m.**<br>Alumnae Hall, Madame Cadillac Building | **Graduation Fair***<br>See Graduation Fair Information for details or call (313) 927-1258 |
| **Sunday, March 24 • 2:00 p.m.**<br>Sacred Heart Chapel, Liberal Arts Building | **Honors Convocation for Undergraduate Degree Candidates (tickets required)**<br>Recognizes students for academic excellence and outstanding leadership |
| **Monday, April 8 • Morning** | **Commencement Lodging RSVP deadline**<br>See Commencement Lodging Information |
| **Friday, April 12 • 5:00 p.m.** | **Deadline to RSVP for Baccalaureate and Commencement**<br>Complete Registration Form online at marygrove.edu/commencement |
| **Friday, April 15** | **Last Day To Order Cap, Gown, Hood and Tassel Online**<br>www.herffjones.com/college/marygrove |
| **Wednesday, April 24 • 6:00 p.m.** | **Deadline to RSVP for Alumni Induction Luncheon**<br>For information contact Diane Puhl, Director of Alumni Relations/Alumni Annual Giving at: (313) 927-1443 |
| **Friday, May 3 • Noon**<br>Alumnae Hall, Madame Cadillac Building | **Alumni Induction Luncheon**<br>For information and to RSVP, contact Diane Puhl Director of Alumni Relations/ Alumni Annual Giving at: (313) 927-1443 |
| **Friday, May 3 • 2:00 p.m.**<br>Sacred Heart Chapel, Liberal Arts Building<br>Assemble in Madame Cadillac | **Baccalaureate/Commencement Rehearsal for Undergraduate Degree Candidates**<br>For information (313) 927-1258 |
| **Friday, May 3**<br>Marygrove College Bookstore, Liberal Arts Building, First Floor<br>9:30 a.m.- 5:00 p.m. | **Last Day to Pick-up Cap, Gown, Hood and Tassel at the Marygrove College Bookstore** (313) 927-1279 |
| **Tuesday, May 7 • 9:00 a.m. - 12:30 p.m.**<br>Location TBD | **Community Service Day**<br>For information: Barbara Beesley, IHM (313) 927-1403 |
| **Thursday, May 9 • 5:45 p.m.**<br>Madame Cadillac Building | **Assemble for Baccalaureate (see Baccalaureate Ceremony Information)**<br>(Guests should be seated in the Chapel) |
| **Thursday, May 9 • 7:00 p.m.** (**6:30 p.m.** Procession begins)<br>Sacred Heart Chapel, Liberal Arts Building | **Baccalaureate Ceremony* (see Baccalaureate Ceremony Information)**<br>Or call: (313) 927-1258 |
| **Thursday, May 9 • 8:30 p.m.**<br>Alumnae Hall, Madame Cadillac Building | **Baccalaureate Reception***<br>For information (313) 927-1258 |
| **Friday, May 10 • 10:00 a.m. – 7:00 p.m.**<br>Enrollment Center, Liberal Arts Building, Room 120 | **Diploma Pick-up (Proper picture ID required)**<br>For information: Enrolllment Center (313) 927-1692 |
| **Saturday, May 11 • 8:00 - 9:30 a.m.**<br>Enrollment Center, Liberal Arts Building, Room 120 | **Late Diploma Pick-up (Proper picture ID required)**<br>For information: Enrolllment Center (313) 927-1692 |
| **Saturday, May 11 • 8:00 - 9:30 a.m.**<br>Madame Cadillac Building, Main Dining Room | **Continental Breakfast*** |
| **Saturday, May 11 • 9:45 a.m.**<br>Madame Cadillac Building | **Assemble for Commencement Line Up** |
| **Saturday, May 11 • 11:00 a.m.** (**10:15 a.m.** Procession begins)<br>Marygrove College Campus (rain or shine)<br>Outside Liberal Arts Building<br>8425 West McNichols Road, Detroit, Michigan 48221 | **Commencement Ceremony*** |

***YOU MUST REGISTER TO PARTICIPATE!**

**marygrove.edu/commencement**

# Undergraduate Degree Candidate Graduation Fair

**(Attendance is very important)**

The Graduation Fair is **Wednesday, March 13, Noon - 7:00 p.m. in the Alumnae Hall, Madame Cadillac Building.** Below is an outline of the activities that will take place at the fair.

## Order Caps, Gowns, Hoods and Tassels

If you are planning to participate in the Commencement Ceremony on May 11, you must wear your cap, gown, hood and tassel. A representative from Herff Jones will be on location to measure you for cap and gown which you may purchase and receive at that time. Payment is required in full at the time your order is placed. Costs are below and do not include 6% sales tax.

| | | |
|---|---|---|
| Associate | (cap, gown, hood, and tassel) | $80.96 |
| Bachelor | (cap, gown, hood, and tassel) | $84.96 |
| Souvenir | Tassel (green & gold) | $6.98 |

Online purchases may be made with an added $15.99 shipping fee BEFORE April 15 deadline date at: www.herffjones.com/college/marygrove. Be advised that shipping takes 3-4 weeks.

**If you are unable to attend the Graduation Fair**:

- Please utilize the Herff Jones website and order online before April 15
- For "cash and carry" purchases after April 15 go to the Marygrove College Bookstore.

**Do not delay!** You are encouraged to make your purchase or make exchanges/alterations **before** Friday, May 3. For information call Marygrove College Bookstore at (313) 927-1279

Marygrove College's commitment to Detroit and the College's work on urban issues is inspired by the values and beliefs of its founder and sponsor, the Sisters, Servants of the Immaculate Heart of Mary. With a belief that "… an ecological consciousness that fosters an interdependence of all nature, nurturing relationships that will enhance the well being of the earth and all persons," we are proud to provide students with a *ReNew* gown fabric which is recycled from post-consumer plastic bottles. This fabric alternative provides a second use for polyethylene terephthalate (PET) material that would otherwise become part of a landfill.

## Order Rings, Announcements and Accessories

A Herff Jones representative will be available with a display of Marygrove College rings, graduation announcements and accessories. **A $100 deposit is required to order your ring.** There is a discount on all ring orders placed at the Graduation Fair. If you have any questions, please contact Herff Jones at (800) 879-8143.

## Complete Financial Aid Requirements

Students who have taken loans to finance their college costs are required to complete an online exit interview at mfao@marygrove.edu. You may visit the Enrollment Center, (313) 927-1292, Liberal Arts Building, Room 120, where Financial Aid Officers will help you gather the required information and then walk you through the process.

# Undergraduate Degree Candidate Graduation Fair

**(Attendance is very important)**

## Take Graduation Portraits

A representative from Fox Portrait Studios will photograph students for their graduation portraits and the Class of 2013 composite. You must have an appointment. Please follow the guidelines below:

- **Making an Appointment**
  Appointments must be made in advance. No same-day appointments will be given.
  To schedule an appointment contact Fox Portrait Studios at (248) 544-1110. Closed Sun./Mon., Tues.- Noon - 8:00 p.m., Wed./Fri. 10 a.m.-6:00 p.m., Thurs. 10 a.m.-8:00 p.m., Sat. 10 a.m.-4:00 p.m.

- **Individual Pictures**
  Arrive for your appointment "picture ready."
  The composite poses will be with students wearing the gown and holding their cap.
  Students purchasing Package A or B will be photographed in cap/gown and in some business attire.
  Package C (composite only) would be a "best pose" cap/gown image. (No different poses taken.)

- **2013 Class Composite Picture**
  Each undergraduate candidate is encouraged to be photographed for the 2013 class composite. Academic attire is required for the class composite and will be provided.

- **Payment**
  You must purchase your portrait package at the time of your appointment. Full payment is due at the time of your appointment and may be paid by cash, check or credit card. No partial payments will be accepted. Packages and pricing are listed below.

**Package A - $145.00**
2 – 8 x 10
2 – 5 x 7
16 – Wallets
Class Composite*

**Package B - $100.00**
Photo CD of 6 poses
High Resolution Proof sheet
Copyright Release
Print Your Own Photos from CD
Class Composite*

**Package C - $45.00**
Class Composite Only*
Best Pose

*Class Composite is 11x14

***All packages include shipping. Prints delivered directly to students via USPS.**

All photography must be completed by March 30, 2013 in order to complete the composite by graduation. Students that miss the March 13 session on campus may schedule a sitting at the Ferndale location for a late fee of $25.00 in addition to their package selection.

Calls/Questions should be directed to: Lisa David, Studio Manager-Fox Portrait Studios, Inc.
22934 Woodward Ave.- Ferndale, MI 48220 - 248-544-1110 - foxferndalemi@gmail.com

# Undergraduate Degree Candidate Graduation Fair

**(Attendance is very important)**

## Have You Considered A Master's Degree?

Maryrove Recruitment Representatives will be available to talk about our convenient evening, weekend, and online classes.

Office of Recruitment & Admissions
info@marygrove.edu
313.927.1420

## Career Services & Resources

Get information on resumes, job opportunities and successful interview techniques.

Melissa Samuels, Assistant Director, Work Experience & Placement Services
msamuels@marygrove.edu - 313.927.1844

## Marygrove Alumni Association

The Alumni Association will help you stay in contact with your alma mater and provide continued opportunities for your professional, personal and spiritual growth.

Diane Puhl, Director of Alumni Relations /Alumni Annual Giving - dpuhl@marygrove.edu - 313.927.1443

# Undergraduate Degree Candidate Baccalaureate Ceremony

(Associate and Bachelor's Degree Candidates Only)

Thursday, May 9 • 7:00 p.m.

Sacred Heart Chapel, Liberal Arts Building

The Baccalaureate Ceremony consists of the procession, Mass, hooding and sending off of students. To ensure candidates celebrate and enjoy this ceremony, please follow the guidelines below.

## IMPORTANT

- **Due to limited space,** each undergraduate degree candidate will be issued tickets.
- Candidates must be in their cap, gown, hood and tassel and report to the **Main Dining Room in the Madame Cadillac Building by 5:45 p.m.**
- Guests should proceed to Sacred Heart Chapel in the Liberal Arts Building for seating.
- Leave your purses, coats, cameras and personal items with your guests.
- Your tassel is worn on the right side and should remain there at all times.
- Appropriate academic dress is to wear black shoes with your cap and gown.
- Do not wear jewelry, large, dangling earrings and/or corsages on your gowns.
- Only the distinguished student may wear medals outside of their gown.
- **Marshals are your official guides, please follow their directions.**

## PROCESSION TO THE CEREMONY

- Marshals will line you up by degree in alphabetical order.
- Carry your hood over your right arm with the color strip on the outside and the point down your arm.
- Candidates, faculty and staff will begin the procession to the Chapel through campus promptly at 6:30 p.m.

## HOODING CEREMONY

- At the conclusion of Mass, the hooding ceremony will begin.
- When hooding begins, hold the hood wide enough to accommodate the size of the cap.
- Once hooded, you will immediately hood the person in front of you by placing the hood over their head with the point of the hood in front and facing down.
- Do not stop to straighten any hoods until after the person in front of you has finished hooding the person in front of them. The hooding ceremony creates a wave effect, so keep it moving.
- Once everyone has received their hoods, candidates will be instructed to face the audience again.

## RECESSIONAL

- Marshals will direct you toward the front center of the Chapel. Alternating with the candidates on the other side of the Chapel, you will hand your name card to the person at the podium who will read your name, degree and honors, if applicable. Marshals will assist you as you recess out of the Chapel using the center aisle.
- Once outside of the Chapel, form columns on both sides in the hall to acknowledge faculty and staff that will process after you.

# Commencement Ceremony

Saturday, May 11 • 11:00 a.m.
Marygrove College • Outside of Liberal Arts Building

Associate and Bachelor's degree candidates who have completed degree requirements for Spring/Summer 2012, Fall 2012, or Winter 2013 semesters are eligible to participate.

**Tickets are not required. Candidates must arrive at Marygrove College, Madame Cadillac Building no later than 9:45 a.m.** (Continental Breakfast 8:00-9:30 a.m. in Madame Cadillac Building). Marshals, identified by green robes and pins, will direct you to the area where you will robe and line-up.

## CAP, GOWN, HOOD AND TASSEL

To participate in the academic procession and the Commencement Ceremony, you **must:**

- Wear your cap, gown, hood and tassel and professional attire.
- Refrain from wearing large, conspicuous jewelry.
- Wear comfortable shoes (black), as walking briskly in the procession can be difficult.
- Leave your personal belongings with one of your guests.

## PRESENTATION OF DEGREES

When you assemble for the procession, you will receive a card with your name and degree. During the ceremony, designated readers will be at two podiums on stage. You will follow the Marshals to the podium, hand your card to the reader, and then proceed to the middle of the stage. If you have an unusual pronunciation to your name, make sure you let them know so your name can be pronounced correctly. You will receive your diploma case and congratulations from the Chairperson of the Board or the Marygrove College President.

## PHOTOGRAPHY

A professional photographer will take a picture of each graduate as they receive their diploma. Information on purchasing these photographs will be available at the Commencement Ceremony.

**Guests may photograph/videotape in designated areas only.**

## AWARDING OF DIPLOMAS

During the ceremony, you will receive your diploma case. If you have satisfied your financial obligations to the College, you can pick up your diploma in the Enrollment Center on Friday, May 10, from 10:00 a.m. - 7:00 p.m., and Saturday, May 11, from 8:00 - 9:30 a.m. Proper picture identification is required, no exceptions. Diplomas not picked up will be mailed to your address of record within 4-6 weeks following the Commencement Ceremony. If you do not receive your diploma within that time frame, please call the Registrar's Office at (313) 927-1238.

## STUDENT ACCOUNTS

Any candidate with an outstanding balance will be able to participate (walk) in the Commencement Ceremony. All outstanding balances must be paid by Friday, April 19, 2013 or your diploma and official transcripts will be withheld until all outstanding balances are paid. If you have any questions regarding your account, contact the Cashier in the Enrollment Center at (313) 927-1227.

## QUESTIONS

Please call the Commencement Hotline at (313) 927-1471.

# Frequently Asked Questions

1. **When and Where is the Commencement Ceremony?**
   Saturday, May 11, 2013 at 11:00 a.m. at the Marygrove College campus (rain or shine). Undergraduate degree candidates must arrive no later than 9:45 a.m. for assembly (Continental Breakfast 8:00-9:30 a.m. in Madame Cadillac Building).

2. **How many tickets am I allowed for the Commencement Ceremony?**
   No tickets are required. Plan to attend with your guests.

3. **How long is the Commencement Ceremony?**
   Approximately two hours, excluding assembly and departure time.

4. **How can I make sure I am graduating?**
   - You have completed your coursework.
   - You have submitted your graduation application to the Registrar's Office.
   - You completed all other degree requirements.

   However, if you are currently enrolled in your last semester of classes, you will have to wait until you have completed all the requirements to receive your degree. Once you complete your classes and final grades are posted, a degree audit will be conducted. If there are any concerns, your advisor will contact you.

5. **Will I graduate with honors?**
   Only students receiving their bachelor's degree are considered for honors. Graduation honors are determined by using the last 64 credit hours taken at Marygrove College. The grade point average criteria for graduation honors are as follows:

| | | |
|---|---|---|
| Summa Cum Laude | 3.95-4.00 | Honor Cord Color Gold |
| Magna Cum Laude | 3.75-3.94 | Honor Cord Color Silver |
| Cum Laude | 3.50-3.74 | Honor Cord Color Green |

6. **What is Exit Loan Counseling?**
   Students who have received student loans must participate in an Exit Loan Counseling session. Exit Loan Counseling provides students with important information about student loan repayment, forbearance, forgiveness, default prevention, loan consolidation and other student loan and credit matters. Students who have taken loans to finance their college costs are required to complete an online exit interview. Contact the Financial Aid Office at (313) 927-1292.

7. **How will I receive my diploma?**
   Diplomas are released to graduates who have settled all financial obligations to the College. Proper picture ID is required, no exceptions. Diplomas may be picked up from the Enrollment Center, Liberal Arts Building, Room 120 on Friday, May 10, 10:00 a.m. – 7:00 p.m. and Saturday, May 11, 8:00 -9:30 a.m. Diplomas not picked up will be mailed to your address of record within 4-6 weeks following the Commencement Ceremony. If you do not receive your diploma within that time frame, please call the Registrar's Office at (313) 927-1238.

# Frequently Asked Questions

8. **If one of my guests or I have a disability that will require additional assistance for the Commencement Ceremony, whom do I contact?**
   Student Development and Advising at (313) 927-1427.

9. **Can I participate in the Commencement Ceremony with incomplete coursework?**
   You must contact your Academic Advisor and receive written approval prior to May 11.

10. **Can I participate in the Commencement Ceremony with a balance on my student account?**
    Yes. Any graduate with an outstanding balance will be able to participate (walk) in the Commencement Ceremony. However, your diploma and transcript will not be released until all prior balances are paid.

11. **How can I find out if I have a balance on my account?**
    - Through WebAdvisor at: www.marygrove.edu; current students; WebAdvisor
    - Call the Cashier in the Enrollment Center at (313) 927-1227
    - Visit the Enrollment Center, Liberal Arts Building, Room 120

12. **What is Community Service Day?**
    One of the "three C's" at Marygrove College is Compassion. Each year, seniors are invited to participate in the annual Community Service Day by volunteering their time to help others. For more information call Campus Ministry at (313) 927-1403.

13. **How do I stay connected to Marygrove College once I graduate?**
    Upon graduating you will automatically become a member of the Marygrove College Alumni Association. Approximately three times a year, you will receive *The Tower Times* newsletter which includes programs, educational opportunities, professional development and travel opportunities for alumni.

    To ensure you receive this newsletter and other important information from Marygrove College, please confirm through WebAdvisor that we have your correct address, phone number and email address. You can make changes to your information by completing a Change of Address form that can be found at www.marygrove.edu/registrar. (Note: your Marygrove email account only stays active for one year after you graduate).

    For more information visit our Website at www.marygrove.edu/alumni or contact the Alumni Relations office at (313) 927-1443.

14. **Whom do I call if I have general questions about Commencement?**
    The Commencement Hotline at (313) 927-1471.

15. **How soon after classes end can I order a transcript reflecting my degree?**
    Degrees will be posted to transcripts approximately 30 days after the semester has ended. Transcripts may be ordered through WebAdvisor and will be sent within 5-7 business days. Visit www.marygrove.edu; current students; WebAdvisor

16. **Where will the Commencement Ceremony be held if it rains?**
    Marygrove College campus outside of the Liberal Arts Building.

# Commencement Lodging Recommendations

The College has reserved blocks of rooms at discounted rates at the Courtyard by Marriott Dearborn. Reservation deadline date is Monday, April 8.

**Courtyard Marriott - Detroit Southfield**
27027 Northwestern Highway
Southfield, MI 48033
Reservations: (800) 321-2211

Room Rates: $75 per night 1/King with a sleeper sofa
$85 per night 2/Queen
Breakfast is NOT included
Reservation Code: Marygrove College Commencement Room Block (MCC) at the Courtyard Detroit Southfield

Online Reservations for a King Room:
http://www.marriott.com/hotels/travel/dtwsf?groupCode=mccmcca&app=resvlink&fromDate=5/9/13&toDate=5/12/13

Online Reservations for a Queen Room:
http://www.marriott.com/hotels/travel/dtwsf?groupCode=mccmccb&app=resvlink&fromDate=5/9/13&toDate=5/12/13

## Other hotels where you may book a room:

**Comfort Inn Dearborn Overlooking Greenfield Village**
20061 Michigan Avenue
Dearborn, MI 48214
Reservations: (877) 259-8970 or **www.comfortindearborn.com**

**Detroit Marriott at the Renaissance**
400 Renaissance Center
Detroit, MI 48243
Reservations: (800) 352-0831 or **www.marriott.com**

**The Westin Southfield**
1500 Town Center
Southfield, MI 48075
Reservations: (800) 937-8461 or **www.westinsouthfielddetroit.com**

**Note:** Marygrove College will not be held liable for any charges in relation to reservations, room charges, taxes, etc., at any hotel listed above. Reservations and hotel accommodations are voluntary and at the sole discretion of each student and their guest.

# 2013 Undergraduate Degree Candidate Registration Form

## Due by Friday, April 12

Name _____

Student I.D. Number _____

Address _____

City _____ State _____Zip _____

Phone (  ) _____

Alternate Phone (  ) _____

Marygrove Email Address: _____

Alternate Email Address: _____

**I will attend the following events**

❒ **Graduation Fair** • Wednesday, March 13, Noon-7:00 p.m.

❒ **Baccalaureate/Commencement Rehearsal** • Friday, May 3, 2:00 p.m.

❒ **Baccalaureate Ceremony** • Thursday, May 9 # of guests ___

❒ **Continental Breakfast** • Saturday, May 11, 8:00-9:30 a.m. # of guests ___

❒ **Commencement Ceremony** • Saturday, May 11 # of guests ___

**Note: To RSVP for Alumni Luncheon, contact Diane Puhl, Director of Alumni Relations/Alumni Annual Givings at: (313) 927-1443**

**To RSVP to all other Events, go to: marygrove.edu/commencement**

MARYGROVE COLLEGE
8425 West McNichols Road
Detroit, Michigan 48221-2599

www.marygrove.edu