

Northwood University Grad Finale

Traditional Students

April 20-22 9am-1pm

Adult Degree Students

April 27-29 5pm-7pm

Swalwell Student Union
Hallway/Bookstore



Basic Package \$67.20

25 Personalized Announcements
25 Custom Note Cards
25 Etiquette Seals
25 Return Address Labels

Graduate Package \$79.70

25 Personalized Announcements
25 Custom Note Cards
25 Etiquette Seals
25 Return Address Labels
1 Certificate of Appreciation

Class Rings
Starting at
\$349

Now is the time to
purchase your
graduation ring at
special discounts!

Promotional price valid for a limited time.

A la Carte Items *Prices subject to change without notice*

Personalized Announcements (package of 25)	\$44.60	Certificate of Appreciation	\$14.65
Additional Packs of 5 (after first package of 25)	\$8.90	Return Address Labels (sheet of 25)	\$6.75
Yeardate Etiquette Seals (package of 25)	\$5.60		
Custom Seal Note Cards (package of 25)	\$12.35		

Cover all your Graduation needs!

Order your cap and gown package - \$20.40 plus tax.

- Special discounted pricing on class rings at this event only.
- Order your class ring and announcements at this event.
- Announcement Etiquette: Send announcements to close family and friends to spread the good news of your graduation. Send via first-class mail 10 days prior to ceremony.



To place your order, shop online at www.jostens.com,
call 1-800-854-7464 or visit us at the upcoming event on campus.



NORTHWOOD UNIVERSITY

GRADUATION NEWSLETTER 2009

**DATE: FRIDAY,
MAY 22, 2009**
TIME: 2:00 P.M.
**PLACE: JESSE OWENS
MEMORIAL
COMPLEX
9191 S. POLK
DALLAS, TX 75232**

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RECEPTION FOR GRADUATES

A reception will be held from 10:30 - 12:00 in the Hopkins Rotunda. The graduation reception has become a favorite tradition and we hope to see you there.

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CAP & GOWN

Caps and gowns will be purchased through the Northwood University Bookstore. The cost for the cap and gown is \$20.40 plus tax.

Gowns are shipped in a Z-Fold and do not need pressing. Caps and gowns are to be worn as delivered – do not pin anything on them. The cap, gown, and tassel are yours to keep.

Place cap squarely on your head with the mortarboard parallel to the ground. Bobby pins may be used to secure caps.

Tassel is to be worn on the right until degrees are conferred.

DRESS

Commencement is a formal occasion. Graduates should dress in business casual or professional attire, and project a professional image and demeanor.

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HONORS

Honors scale is as follows:

Cum Laude	3.50 - 3.69
Magna Cum Laude	3.70 - 3.89
Summa Cum Laude	3.90 - 4.00

REMINDER – grade point averages are not rounded.

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NAME CARDS

You will receive two 3x5 cards with your name on them prior to the commencement ceremonies.

Please remember to bring these cards with you to the commencement ceremonies.

Carry these cards with you as you line up for the processional. Hand one card to the announcer (Professor Harris), who will read your name as you cross the stage. If your name is difficult or frequently mispronounced, write it phonetically on the bottom of the card. Hand the other card to the photographer's assistant who will

be seated beside the stairs as you approach the stage.

If your name is often mispronounced, please contact Professor Harris prior to the ceremony to provide a phonetic pronunciation. He can be reached at 972-293-5404 or harrisr@northwood.edu.

Phonetic Example:
Harris would be Hair - ris.

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LINE-UP FOR CEREMONY

At 1:30 p.m. line up will begin.

BBA (Black Gown)
AA (Royal Blue Gown)

Although the program will list students in alphabetical order, you may sit in any order. Those wishing to sit together during the ceremony should line up in front or back of one another during the processional.

Graduates will march down the center aisle and will be directed to the right and left seating areas by a staff member, who will also direct graduates when to begin a new row.

Graduates must remain until dismissal.

No one leaves before the ceremony is over.

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DIPLOMA COVER

You will be handed a diploma cover when you cross the stage. Retain this cover for your diploma, which will arrive by mail.

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CLASS RINGS

You may purchase class rings through the bookstore. Contact them at **972-293-5416** for further information.

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PHOTOGRAPHS

A professional photographer will take your picture as you cross the stage.

This commencement photograph can be ordered online at dennisclarkphotography.com.

From the photographer's website select Northwood University, find your image in the list, and follow the instructions provided.

- Package A: One 8x10
- Package B: Two 5x7s
- Package C: One 5x7/Two 4x5s
- Package D: Four 4x5s
- Package E: Eight 2x3 (wallets)

First package \$30.00 each
Additional packages \$20.00 each
Shipping/Handling: \$4.90
Prices subject to change.

Guests will not be permitted on the floor to take pictures during the commencement ceremony. Guests are encouraged to take photos after the ceremony.

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PARKING FOR GUESTS

There are several parking lots surrounding the complex, and parking is free. Park as close as possible to the field house, the indoor location where the ceremony will be held, and enter the building at the main entrance.

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STUDENT ARRIVAL

From the main entrance you will be entering on the second level of the complex. Immediately upon arrival, please navigate to the floor seating on the first level of the complex for rehearsal and additional instructions.

University staff will be available to direct you to this area.

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SCHEDULE

- 10:30 A.M. - 12:00 P.M - Reception
- 1:00 P.M. - 1:30 P.M. - Rehearsal
- 1:30 P.M. - 1:45 P.M. - Line-up
- 2:00 P.M. - March

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TRANSCRIPTS

The official legal document verifying degree completion is the academic transcript. This document contains a complete record of all courses taken, grades earned, grade point average, degrees awarded, and major completed.

Your transcript is your official academic record. In order to protect your privacy and the integrity of the academic process, certain regulations apply regarding how and when this document may be provided to third parties.

Requests for transcripts must be made in writing and include your signature. Send requests to:

Northwood University
Attn: Registrar
1114 W. FM 1382
Cedar Hill, TX 75104

The request must clearly state the name and address of the person and /or business where a copy of your transcript will be sent. Print your name and student ID number clearly on the request. Transcripts are processed within 24 business hours after receipt of the request. There is no fee for transcripts.

Official transcripts are those which carry the signature of the Registrar and the Seal of the University. These are ordered for employers, graduate schools, or examination boards such as CPA or law school. Only unofficial transcripts are sent to students. The word 'official' means it is sent directly from Northwood University to the employer, potential employer, or school without going through the student's hands.

If you need an official copy of your transcript for a graduate school application, prepare and mail/drop off all application materials to Northwood with the transcript request and a **postage-paid** envelope addressed to the graduate school. The official transcript will be prepared and mailed to the graduate school along with your application packet.

NORTHWOOD UNIVERSITY COMMENCEMENT
Friday, May 22, 2009 - 2:00 p.m.
Jesse Owens Memorial Complex - Ellis Davis Field House
9191 S. Polk Street, Dallas, Texas 75232

1. Please bring the two 3x5 cards that you will pick up at the grad finale to commencement. It is extremely important you bring these cards with you the day of the commencement exercises. Please check the cards carefully and add any phonetic spelling that would help in the correct pronunciation of your name. **DO NOT CHANGE OR ADD TO HONORS ON YOUR CARD WITHOUT PERMISSION FROM THE REGISTRAR, MS. PATTY SOPER-SHAW.** Please arrive no later than 1:00 p.m. We will have a short rehearsal and then line up at 1:45 p.m. and march promptly at 2:00 p.m. Further instructions will be given to you at the site.
2. **Robing facilities will be available.** You will enter on the second level of the complex. Immediately upon arrival, please navigate to the floor seating on the first level of the complex for rehearsal and additional instructions. There will be staff available to direct you to these areas.
3. Please wear business casual or professional attire.
4. You may march with anyone you wish who is graduating (BBAs with BBAs and AAs with AAs). If you plan to sit with someone, line up before or after them. Follow Northwood staff directions.
5. Traditional BBA Valedictorian and Salutatorian will lead the BBAs; Traditional AA Valedictorian and Salutatorian will lead the AAs.
6. As you enter the row, **please go all the way down to the end of the row.** Remain standing for the playing of the National Anthem and the Invocation.
7. After the Commencement address ends and the speaker is seated, Dr. Konditi will then announce, "I have the honor of presenting the graduating class of 2008." **ALL** graduates please rise. Dr. Kevin Fegan, provost of Northwood University Texas campus, will "vest" (verbally award) you with the degree. When he has finished, AA degree graduates remain standing and BBA degree graduates please be seated.
8. A Northwood staff employee will direct you toward the stage. As you give your card to the announcer (Professor Harris), he will announce your name. **(Do not proceed until your name is called).** **Give the other card to the photographer's assistant (seated next to Professor Harris).**
9. Go across the stage, receive your diploma cover from President Pretty in your left hand, shake his hand with your right hand, pause for a picture, and then exit the stage. **RETURN TO YOUR ORIGINAL SEAT.** Please be seated when you get back to your row (there will be Northwood staff to direct you).
10. When all AAs are seated, Dr. Konditi will then say, "I have the honor of presenting the Baccalaureate Degree graduating class of 2008." All BBAs please follow instructions #8 and #9.
11. **AFTER THE CEREMONY HAS ENDED, PLEASE WAIT UNTIL THE PLATFORM PARTY AND FACULTY/STAFF HAVE EXITED. NORTHWOOD STAFF WILL DIRECT YOUR EXIT.**

Note: There is **NO SMOKING ALLOWED** inside or outside the complex.

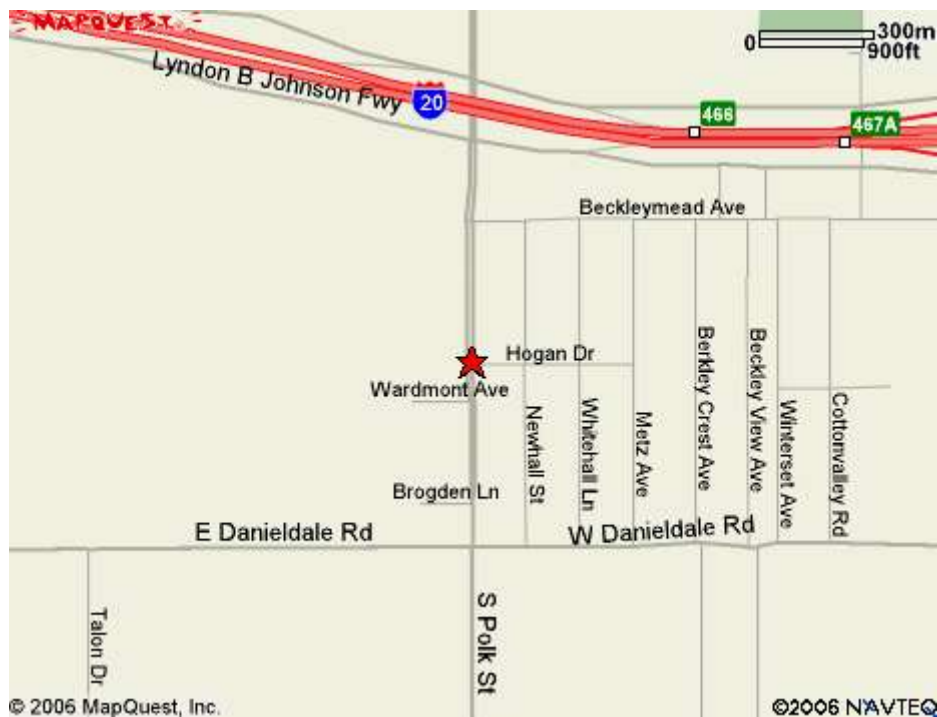
Directions to Jesse Owens Memorial Complex

Driving directions (from Northwood University's Cedar Hill, Texas campus):

- Turn right on FM 1382 (towards Hwy 67)
- Go north (left) on Hwy 67
- Take the I-20 east exit towards Shreveport
- Exit Polk and go south (right)
- The Jesse Owens center will be on the right (approximately 2 blocks)
- Turn right on Wardmont Avenue

There are several parking lots around the complex, and parking is free. Please use the main entrance to enter the building.

Jesse Owens Memorial Complex Fieldhouse 9191 South Polk Dallas, Texas 75232



You and Your Guests
are Cordially Invited to
a Graduation Reception
Hosted by Northwood University's
Faculty and Staff.



Please join us at:

Northwood University
1114 W. FM 1382
Cedar Hill, Texas 75104

May 22, 2009
10:30 A.M. – 12:00 P.M.

The Reception will be held in the
Rotunda located in the Hopkins Building

NORTHWOOD UNIVERSITY
COMMENCEMENT DVD ORDER FORM

NAME: (Print Clearly) _____

MAILING
ADDRESS: _____

TELEPHONE #: _____

TOTAL NUMBER OF DVDs: _____

Payments must be made to the Business Office.

The cost of the DVD is \$21.75, which includes tax. Please make checks payable to Northwood University.

TOTAL PAID: _____

PAYMENT RECEIVED BY: _____

DATE: _____