
Degree Conferral/Verification

During the ceremony you will be handed a diploma cover with a congratulatory letter. The degree conferral/verification process takes approximately 4-6 weeks before all degrees are conferred. If you pre-order a transcript from Academic Records, please notify them that you do not want it mailed until the degree has been posted to your transcript. The ESU Academic Records Office has a 24 hour turn-around on transcript requests, and if they are not aware you want your transcript mailed until after your degree is posted to the transcript, it will be mailed out almost immediately. Once the Graduate School has verified and conferred your degree, you will be notified at your official ESU email address that your degree has been conferred and has been posted to your transcript.

Future Enrollment

If you are planning on continuing an additional degree at ESU, or taking further course work for certification or personal interest, you must complete a new application with the Graduate School. Holds are placed on all graduates once degree completion has been verified to insure that a new application is filed.

Questions:

If you have any questions, please contact us.

Emporia State University
Graduate School
1200 Commercial
Emporia, KS 66801
620-341-5403
800-950-GRAD
FAX 620-341-5909



COMMENCEMENT
May 2014



Graduate School and
Distance Education

THINGS TO DO BEFORE GRADUATION

Graduation Announcements

Announcements may be ordered through the Memorial Union Bookstore, by calling CB Announcements at 1-800-433-0296 or ordering online at www.CBGrad.com. It takes two to three weeks to process announcement orders, so we suggest that you place your order as soon as possible.

Purchase Academic Apparel

Caps, gowns, and hoods are available for purchase online at www.oakhalli.com/emporia. The site will open February 5 and close April 4. They require 3 weeks for processing the orders. You must wear academic apparel to participate in the Commencement Exercise.

The Bookstore will be open 11:30 a.m. to 4:00 p.m. the day of graduation should you need to pick up your academic apparel. Should you need information about having your cap, gown and hood mailed to you, please call them at (620) 341-5214.

Regalia Hoods

Master's, Ed.s., Ph.D. candidates: The hood should be carried into the ceremony, not worn. You will be hooded by faculty as part of the graduate ceremony.

Hood Colors:

Master of Science-----Gold
Master of Education----Gold
Master of Art-----White
Master of Music-----Pink
Master of Business Admin-----Drab
Master of Lib. Science-----Lemon Yellow
Specialist in Education-----Light Blue
Doctorate-----Dark Blue

Tassels

The tassel is to be worn on your right side of the mortar board for all graduate degree candidates.

GRADUATION

Attending the Graduate Ceremony

All degree candidates should assemble at 1:00 p.m., Saturday, May 17, at Albert Taylor Hall in Plumb Hall. Marshals will assist you in finding your line-up area. You will be grouped by college in alphabetical order. A reception will be held in the commons area of William Allen White Library following the ceremony.

There are no accommodations at the ceremony site to hold personal items. You will need to make any necessary arrangements for these items prior to assembling for line up.

Honors and Awards

The university does not award distinction or honors for graduate degrees.

Graduation Picture

A professional photographer will photograph you receiving your diploma. You will be contacted later by the photographer with information about ordering copies of the graduation photo. Each graduate will have his/her picture taken at the moment they receive their diploma. A full color

proof will then be mailed directly to your residence.

Graduation Images encourages students to preregister their e-mail addresses and also those of up to six family members. This way, once the photographs become available for ordering and viewing, the company will automatically notify those who have registered. Their website is <http://www.gradimages.com/Register.cfm>.

Please check that email account periodically. Any change will also appear at the ESU Commencement website.

After Graduation

Transcripts

If you want an official transcript of your grades for your credential file, for certification, or for any other reason, you will need to order it from Academic Records, Room 108D, Plumb Hall. Credit card payment is available. Please do not include a transcript fee with a diploma fee. Information and a transcript request form is available at www.emporia.edu/register/trnsctpt/info.htm. The cost is \$8.00 per copy (subject to change). You will need to request your transcript be sent after your degree is conferred.