COMMENCEMENT GUIDE
CLASS OF 2018

Preparation for Graduation
Congratulations Class of 2018!

Best wishes to all students graduating from Fisk University on Monday, May 7, 2018 on this major accomplishment. Fisk University wishes you success in your chosen paths and looks forward to continuing our relationship and keeping you close in the years to come.

This Commencement Guide is designed to answer the most frequently asked questions about Fisk’s Commencement weekend, May 4-7, 2018, and to provide information that will make it a memorable experience for each graduating senior, your family and guests. You will find information about the events that celebrate senior achievements, details about attire, ceremonial protocol, rehearsal, tickets, parking, and helpful suggestions for making the most of this special time.

Please view the Commencement Web page for updates regularly. A link to the Commencement web may be found on the Fisk Homepage and at https://www.fisk.edu/academics/commencement. Additional information about graduation will be sent periodically to your Fisk email account, so check your Fisk email regularly for updates.

Failure to check your Fisk email account regularly may result in you missing important graduation information and opportunities.

To ensure that all important College mailings are delivered to the correct destination, submit any changes in your local/permanent contact information immediately to the Registrar’s Office at 615-329-8586. It is especially important that all graduates update their permanent address before leaving Fisk.

When you return to Fisk for homecoming, reunions and other occasions, be sure to stop by Alumni Affairs in the Richardson House to fellowship and to provide updates such as new address, an additional degree or new position. This will assist us in maintaining accurate records so you can receive all correspondences from your alma mater. You can always call Alumni Affairs at 615-329-8596, send us an email at alumni@fisk.edu.

Again, please check https://www.fisk.edu/academics/commencement for the most up-to-date information.
Table of Contents

- Important Dates and Deadlines
- Commencement Check List
- Graduation Traditions and Decorum
- Participate in Commencement Ceremony-Petition
- Graduate Fee
- Transcripts and Diploma Distribution
- Commencement Photography
- Tickets &Seating Information
- Additional Information for the Class of 2018
- Commencement 2018: Guest Information
- Information for Mobility Impaired Guests and Others
- Commencement Etiquette
- Hotels
IMPORTANT DATES AND DEADLINES 2017- 2018

FALL 2017

August 7-25 - Senior audits: Faculty Advisors/Discipline Coordinators/Chairpersons to meet with students to conduct Senior Audits for all graduating seniors

September 15 Senior audits due in the Registrar’s Office

September 23 - Senior Exam Preparation Workshop

September 25-29 – Mid Term Exams

October 4-25 – Computer Proficiency Examination; mandatory for students who have not taken or do not plan to take CSCI100 or BAD 110; credit by examination administered (other times by permission of Provost)

October 31 - Last day for students to file for degree for May Commencement and December completion date.

October 27 - Measure of Proficiency Profile (PP) for graduating seniors (4:00-6:00pm)
Location: TBA

October 30-November 17 - Senior exit/major field examination period; Students should check with their Department Chairs for information on exact dates and times

November 10 - Registration for Spring Semester 2017 ends

November 14- Last day to drop course with a grade of WP (Withdrawn Passing) or WF (Withdrawn Failing)

November 30- Last day to submit work for completion of “I” (Incomplete) grade from previous semester

December, January - Make –up dates for Proficiency Profile Exam (University Institutional Research Officer or Designee)
SPRING 2018

January 4-12 - Seniors meet with Faculty Advisors for Final Audit

January 17 - Last day to add courses for Spring Semester

February 8 - Grad Finale

February 9 - First day to order cap and gown for December 2017 and May 2018 graduates

February 10 - Final Graduation Audit due in the Registrar’s Office (Including Fall 2017 grades)

February 12-16 - Mid Term Exams

February 21 - Spring Senior Class Meeting

March 2 - Application for Petition to March (Available in the Provost Office)

March 15 - Senior Graduation Fee due ($350.00)

March 22 - Exit Loan Counseling must be completed by these dates

March 30 - Last Day for submission of Petition to March

April 9 - Last day to drop course with a grade of WP (Withdrawn Passing) or WF (Withdrawn Failing)

April 11-12 - Last date Computer Proficiency Requirement met

April 10-20 - Critical Analysis Test (University Institutional Research Officer or Designee)

April 19 - Last day to submit work for completion of “I” (Incomplete) grade from previous semester

April 20 - Final Examination Preparation Day

April 20-23 - Final Examination Period for candidates for graduation

April 24 - Grades for graduating seniors due in CAMS by 12 noon

April 24 - Senior Survey (University Institutional Research Officer or Designee)

April 25 - Major Exit Exam (Major Program Discipline Coordinators)

April 26 - Required Senior Class Meeting

April 24 - Deadline for financial clearance from the Business Office

TBD - Annual Senior Luncheon (12:00pm-2:00pm, Location TBD)
May 2 - Graduation Rehearsal – Fisk Memorial Chapel (3:00-5:00pm)

May 2 - Pick up Tickets if needed at Rehearsal

May 3 – Official Cap/Gown Pick-Up final date (12:00pm/noon)

May 4 - Graduation Rehearsal – Commencement site (3:00-5:00pm) **No transportation provided**

May 4 - Alumni Week-end Boat Ride Purchase Midnight Cruise, General Jackson Showboat (Casual Attire), 11:45 pm - 2 am, register online ($50.00 per graduating senior)
http://www.fisk.edu/alumni-friends/reunion

May 5 - Alumni Week-end Meet and Greet with Golden Class (12:00pm noon Fisk Memorial Chapel)

May 6 - Class Photo Steps of Cravath (8:45am - Attire is cap and gown). Rain location: TBA

May 6 - Baccalaureate Service (Processional starts at 9:45am and attire is cap and gown.)

May 7 - Graduating Seniors Continental Breakfast at Commencement Site (8:00 am)

May 7 - Commencement-
- Candidates report at 8:00 am.
- Processional starts at 9:45 am.
- Ceremony begins at 10:00 am.
- You must have a name card.
- *InShuttle transportation provided from campus to Commencement between 7:30 am - 2:00 pm from in front of Park Johnson on Phillips Street*

Without clearance on the day of Commencement there will be no participating in the Commencement exercise.

Summer 2018 - On line Career Survey (emailed by Career Planning and Development Director)
Commencement Check List

✓ Be in good academic and financial standing.
✓ Has completed the Core Curriculum, 33 hours of prescribed, common study in the liberal arts.
✓ Has completed the Foreign Language Requirement - 3 semesters of college study, or equivalent, in one foreign language.
✓ Has met the computer proficiency requirement in basic proficiency in the areas of: word processing, spreadsheet development, electronic presentations, email, and the Internet OR successful completion of BAD 110 or CSCI 100.
✓ Has completed program of study for an academic major.
✓ Has completed at least 120 total credit hours – if Math 100 was required a total of 124 total credit hours, student teaching and internships (only 4 of 12 hrs count for PSCI 310).
✓ Have grades of “C” or better in major, cognates, and minor required courses.
✓ Has a minimum cumulative grade point average of 2.0 for all academic work.
✓ Meets the residency requirement - minimum of 6(4) semesters for students who entered as freshmen (transfer students); final 30 hours of work at FISK; three-fourths of work in major completed at FISK for transfer students.
✓ Has completed all degree requirements within 12 semesters of full-time study.
✓ Have Graduation Audit submission to Registrar Office
✓ Has taken Academic Proficiency Profile Examination.
✓ Has taken Senior Exit/Major Field Examination
✓ Has turned in Application for Degree by deadline prior to intended graduation
✓ Ordered cap and gown by deadline
✓ Exit Loan Counseling completed, if required
✓ Has been financially cleared by the Business Office.
✓ All incomplete grades and all other deficiencies removed by April 19, 2018
Commencement

Fisk University 144rd Annual Commencement 2018

Monday, May 7, 2018 at 10:00 a.m.
Location: TBA

Graduate Traditions and Decorum (including Attire)

Graduation Day is a time of grandeur which requires each graduate to adhere to the following:

- All male graduating seniors are required to wear **dark suits, dark ties, black dress shoes, and dark socks**. Other than a watch, no jewelry should be worn. The hairstyle should be one that can be neatly contained under the mortarboard (cap). The gown should be free of wrinkles, i.e., ironed.

- All female graduating seniors are required to wear **daytime, knee or tea length black dresses or suits (no spandex or glitter); and black leather, closed toe and heel shoes**. Females may also wear small ball earrings (such as pearls). The hairstyle should be one that can be neatly contained under the mortarboard (cap). The gown should be free of wrinkles, i.e., ironed.

- It is required that each graduate comes to commencement in the appropriate attire and regalia. All graduates must wear Fisk University academic regalia for their ceremony. Josten is the official university vendor for all caps and gowns and may be ordered through the Registrar Office.

- The dignity of this Fisk University ceremony is important, so accordingly graduates are to refrain from the practice of gown embellishment. If the attire and regalia are not appropriate, the graduate will comply immediately or be removed from the line and will not be allowed to cross the stage.

Graduating Cap Decorating Procedure and Etiquette

Please take into consideration the following rules when decorating your graduation cap. Failure to follow these rules will result in a replacement cap being given to you during Commencement.

- **No offensive language, sayings, nicknames, pictures or lyrics on cap.**
- **No objects such as signs, stuffed animals, bells, flowers or any 3D object may rest on the cap.**
- All decorations **MUST lay FLAT** on the cap. Nothing can lay perpendicular thus allowing us to see the decoration beyond eye level.
- Your cap **CANNOT** make noise. No bells, horns or anything that makes noise.
- It is appropriate to put the following on your cap.
- Thank a parent, grandparent, teacher or friend.
• Recognize the university you will be attending, however there will be no use of the Fisk University initials

We will not furnish new caps if you mess yours up decorating. Administration will reserve the right to disallow anything that is not considered appropriate for Commencement ceremony

• Please leave jackets, handbags and all valuables at home or with your guests.
• Graduates will be seated according to discipline and degree. Please arrive on time; if you arrive late you may not be seated with your designated group as you are not assured of proper seating.
• Graduates are required to remain for the entire ceremony.

In an effort to have a graduation ceremony that is both memorable and safe, Fisk University requests your cooperation regarding the following:

• The wearing of official Fisk Regalia only.
• Cell phones and other electronic devices must be turned off when the ceremony begins.
• No food, beverage, liquid, balloons, noise makers are allowed during Commencement in Temple Church outside of the designated serving area.
• Graduation Candidates Photographing during commencement is strongly discouraged. The University has provided an official photographer to take pictures as candidates cross the stage. Therefore, it is requested that family members not approach the stage or enter the aisle as the graduate approaches the stage to receive the degree.
• Please discuss with family and friends prior to Commencement that graduates are required to remain for the entire ceremony.
• Ticket information will be provided at a later time.
• The expected decorum of each graduate is that of consideration and celebration. Be considerate of all who have come to this important occasion and allow all to celebrate by hearing and seeing their loved ones. Once the graduate is introduced, all others should remain seated so that the graduates can be seen and their names heard when called. Keep undue noise and clamor to an absolute minimum.

Participate in Commencement Ceremony – Petition to March
If you required eight (8) credit hours or less at the end of Spring 2018 to graduate from Fisk University, you may complete and submit to the Office of the Provost a Petition to March. This form must be submitted by March 30, 2018 for consideration.

Graduation Fee
A fee is charged to seniors who have submitted a degree application. This fee covers the purchase of your cap, gown, hood and diploma and all related commencement expenses. In the event a senior
does not graduate, he/she should inform the Registrar’s Office promptly at 615-329-8586, and they will contact the Office of Student Accounts to have the fee removed.

**Transcripts and Diploma Distribution**

- Official Transcripts will be available 30 days after Commencement
- Degree/ Diploma will be issued within 6-8 weeks after Commencement

**Commencement Photography**

Professional photographers take a photograph of each senior’s moment of recognition on stage and a posed shot with her diploma. For the convenience of everyone, you should not stop and pose and should ask your guests to remain seated during the ceremony. You are not required to purchase videos or photographs. For more information about photographs taken at the Commencement ceremony, visit [www.gradimages.com](http://www.gradimages.com) or contact their customer service department at 800.261.2576. Please take the time to complete the information card at the Senior Luncheon so Grad Images can effectively capture your information and provide you your moment of recognition.

**Tickets & Seating Information**

Tickets are **not required** at the Baccalaureate Ceremony or Commencement; however, seating is limited and is on a first-come, first-seated basis. Guests will not be permitted to hold seats.

**Doors open to Commencement guests at 9:00 a.m.**

There is no reserved general seating and guests are not permitted to hold seats. All guests must enter by 9:50 a.m. at which time the doors to the Commencement site will be closed and will reopen after the processional has ended. The Commencement procession will begin promptly at 10:00 a.m. during which time no one will be seated.

**Additional Information for the Class of 2018**

**Class Marshalls:**

- President of Student Government Association
- President of Senior Class

Valedictorian: _____________________________
Salutatorian: _____________________________
Commencement Speakers and Honorees:

Baccalaureate Speaker:

Commencement 2018: Guest Information

Information for Mobility Impaired Guests

Fisk University and the Commencement site do not provide wheelchairs for mobility-impaired guests. Guest arriving with their own wheelchairs will need to report to the University Ushers located in the Lobby to request an escort to an appropriate seating area. If you are mobility impaired, please contact the company listed below. It is strongly encouraged that guests make arrangements prior to Commencement Weekend to ensure availability.

Company TBD

Mobility impaired guests may be dropped off at the Commencement with a companion to accompany them. Early access to the site is not available, and all guest will utilize the same line for entrance.

Hearing Impaired Interpreting Services

A Hearing Impaired Interpreter will be provided for the Commencement. For seating and location of these services please see a University Usher.

First Aid

A Medic is on site during the Commencement to assist with 1st Aid.

Shuttle Services

InShuttle transportation provided from campus to Commencement between 7:30am -2:00pm from in front of Park Johnson on Phillips Street on Commencement Day.

Lost and Found

All found items will be taken to the Fisk University Security Office following the ceremony. All inquiries regarding lost items should be directed accordingly.
The Ceremony Overview

Program books will be available at entrances for guests. Graduates are provided a program separately. Each ceremony will feature greetings by university officials, a guest speaker, a student speaker, the awarding of honorary degrees, conferral of degrees, during which the graduates’ names will be called.

Processional

The academic processional, which marks the start of the ceremony, start promptly at 10:00 a.m. on May 7, 2018. The platform party, faculty and administrators will process to their seats. The graduates will process immediately after, the ceremony now officially begins.

Announcing of Graduates Names

Graduates, your names will be announced when you walk across the stage to receive the diploma. The university designates an individual to work with the graduates in the pronunciation of their names for the commencement ceremony.

Graduates will be given a card at the graduation rehearsal to complete (please spell name phonetically and hand to the name announcer(s) when they reach the stage during the commencement ceremony.

Recessional

All graduates are required to recess out of the commencement ceremony to the designated area. The platform party, faculty and administrators will leave the during the recessional march. Graduates will immediately follow recess out to the designated area. Guests should remain in designated areas until end of recessional.

Diploma

Each graduate is presented with a Fisk diploma cover when you walk across the stage. Degrees are mailed approximately six to eight weeks after degrees have been certified.

Commencement Etiquette

The Commencement exercise is a formal academic ceremony. We ask that all guests respect the ceremony, seniors and other guests by behaving in a dignified manner. In keeping with decorum and the Fisk tradition, we ask that guests adhere to the following guidelines:

- Plan to arrive early and allow ample time to find parking and seating.
- Confetti, balloons and noisemakers are not permitted in the facility.
- Rude and disruptive behavior will not be permitted. Security personnel will be on-site to enforce these restrictions.
• Please start your day with a hearty meal in preparation for several hours with no food options.
• Cellular phones should be turned off, on vibrate, or to their silent modes.
• During the reading of the seniors’ names, guests are asked to be considerate in their applause so that all names are clearly heard and ceremony audio taping is not disrupted.
• Please remain in your seats for the duration of the ceremony, which includes the recessional. Please do not block the aisles or passageways by attempting to greet or take photos with graduates.
Fisk University
Local Hotel Guide
For your convenience
Please contact the hotels directly for rates and directions

Courtyard Nashville
Vanderbilt/West End
1901 West End Avenue
Nashville, TN 37203
615-327-9900

Hampton Inn and Suites
2330 Elliston Place
Nashville, TN 37203
615-320-6060

Millennium Maxwell House
2025 Rosa L. Parks Boulevard
Nashville, TN 37228
615-259-4343

SpringHill Suites Nashville
250 Athens Way
Nashville, TN 37228
615-244-5474

DoubleTree by Hilton
315 4th Avenue North
Nashville, TN 37219
615-244-8200

Courtyard Nashville Downtown
121 4th Avenue South
Nashville, TN 37201
615-620-1000

Hyatt Place
301 3rd Avenue South
Nashville, TN 37201
615-687-9995
Holiday Inn Express
5612 Lenox Avenue
Nashville, TN 37209
615-353-0700

Holiday Inn Express and Suites-Opryland
2461 McGavock Pike
Nashville, TN 37214
615-829-7777

Courtyard Nashville Green Hills
3800 Bedford Avenue
Nashville, TN 37215
615-298-7700