Peirce College

2012 Commencement Guidelines

The Peirce College 2012 Commencement Ceremony will be held at 6:45 p.m. on Monday, June 11, 2012, in Verizon Hall at The Kimmel Center for Performing Arts, Broad and Spruce Streets, Philadelphia, PA.

Graduation Requirements

1. Successfully complete all required courses by May 12, 2012.
2. Satisfy all outstanding financial obligations to the College by May 12, 2012. Diplomas will not be released unless all outstanding fees at the College are paid. If you have questions about your account balance, please contact the Business Office at 888.GO.PEIRCE, ext. 9600.
3. Return all books and periodicals to the Library by May 12, 2012.
4. Submit any critical documents (e.g., previous college or high school transcripts) to the Office of the Registrar. If you have questions, kindly contact the Office of the Registrar at 888.GO.PEIRCE, ext. 9380.
5. If you received financial aid during your time at Peirce, complete the Online Financial Aid Exit Interview. This is a federally mandated requirement. This may be accomplished online at http://www.nslds.ed.gov/nslds_SA/. At the website, click on exit counseling. Complete the Federal Student Loan Exit Counseling. For information on loan repayment, please visit www.youcandealwithit.com.

Who Will Participate

If you are among the students who will have completed degree requirements by August 2011, December 2011, or May 12, 2012, you are invited to participate in the commencement ceremony.

Academic Regalia

Peirce College is pleased to announce that our gowns are considered green, made in the USA from 100% post-consumer plastic bottles!

Caps and gowns may be purchased either through the Peirce College web portal at https://my.peirce.edu under the My Classes tab, beginning on Monday, April 23, 2012, or in the Business Office (located on the lower level of College Hall). The price for cap/gown/tassel and hood is $40.00. If you order online, please designate if you will need your cap and gown shipped to your address. There will be an additional charge of $10.00 for shipping and handling. Any questions regarding academic regalia can be directed to Jeri Dmyterko, Manager, Billing and Accounts Receivable at 888.GO.PEIRCE, ext. 9120 or JDmyterko@Peirce.edu. The last day to order caps and gowns is May 18, 2012.

Purchasing hours in the Business Office are as follows:
Monday through Thursday 9:00 a.m. to 6:00 p.m. and Friday 8:30 a.m. to 5:00 p.m.
Additional hours: Saturday, May 5th from 10:00 a.m. to 2:00 p.m.

Do You Own a Gown?

Students may use their own cap and gown, as long as it is black, and purchase a hood and tassel only. Hood and tassel costs are as follows: Hood: $20.00; Tassel: $ 3.00

Portraits

Herff Jones will be providing services for any graduate wishing to purchase graduation portraits. Students will receive a mailing from Herff Jones. Students can go to www.ouryear.com to find out about services and to schedule an appointment. When scheduling an appointment, please enter school code: 87148. After entering the school code, select go. This will take you to a page to schedule your appointment.
**Herff Jones will be on campus for graduation photos:**
May 10th, 5:00 p.m. -9:00 p.m., College Hall Room 65
May 12th, 9:00 a.m. -2:00 p.m., College Hall Room 65
June 11th, 12:00 p.m.-5:00 p.m. College Hall Room 65

**Portraits, Announcements, Frames, and Rings**

Graduates can obtain information from Herff Jones about ordering graduation announcements, diploma frames, and college rings by going to [www.herffjones.com/college/graduation](http://www.herffjones.com/college/graduation).

**Herff Jones will be on campus**
May 5th, 12:00 p.m. -2:00 p.m., College Hall Lobby
May 10th, 5:00 p.m. -7:00 p.m., College Hall Lobby
June 11th, 12:00 p.m.-4:00 p.m., College Hall Lobby

**Peirce Merchandise for Sale**

Beginning April 23, 2012, Peirce College merchandise such as T-shirts, fleeces, sweatshirts, caps, visors, mugs, and water bottles will be on sale in the Business Office during regular hours. You may also purchase merchandise in the Business Office on Saturday, May 5th, 9:00 a.m.-2:00 p.m., and on Monday, June 11th at Peirce College, 9:00 a.m.-4:00 p.m.

**Tickets for Family and Friends**

Once a cap and gown has been purchased, graduates may request **up to 8 tickets** for their guests. This request is made at [https://my.peirce.edu](https://my.peirce.edu) under the My Classes tab. All guests are required to have tickets. **No extra tickets are available.**

Verizon Hall will be open at 5:30 p.m. Family and friends must be in their assigned seats no later than **6:15 p.m.** The procession of graduates begins at 6:45 p.m.

**Campus Tours**

On Monday, June 11, 2012 students and guests can participate in a tour of the College. Tours will begin at 1:00 p.m. and end at 4:00 p.m. A tour will begin every 30 minutes (1:00 p.m., 1:30 p.m., 2:00 p.m. 2:30p.m., 3:00 p.m., and 3:30 p.m.) Tours will begin in the main lobby of College Hall and end in the Library. Light refreshments will be provided.

**Disabled Graduates, Students, and Guests**

The Kimmel Center has access ramps and seating for those with disabilities. If you or your guests need to make special arrangements, contact **Kim Harris, Student Disability Services Coordinator** in Walker Center at 888.GO.PEIRCE, ext., 9251 or at KNHarris@Peirce.edu.

**Where to Park**

Since the commencement ceremony is well attended, please allow ample time to find a parking facility in order for you to arrive by 5:30 p.m. For parking information, log on to [www.kimmelcenter.org/planning/findus.php](http://www.kimmelcenter.org/planning/findus.php).

**Where and When to Report**

Doors to the Kimmel Center will open at 5:30 p.m. Graduates must Check In at 5:30 p.m. on the first level of the Kimmel Center and then report to the Perelman Theater. In the Perelman Theater, graduates will be asked to line up according to the following degree or certificate programs: Accounting, Business Administration, Information Technology, Paralegal Studies, or General Studies.
President’s Address to Graduates

President Mergiotti will speak to the graduates at 6:30 p.m. in the Perelman Theater.

Graduation Honors

Special recognition is granted at commencement to degree students (associate and bachelor’s degrees) who maintained a high cumulative GPA at completion of their studies at Peirce College as follows:

<table>
<thead>
<tr>
<th>Cumulative Grade Point Average</th>
<th>Honors</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.95 - 4.0</td>
<td>Summa Cum Laude</td>
</tr>
<tr>
<td>3.850 - 3.949</td>
<td>Magna Cum Laude</td>
</tr>
<tr>
<td>3.700 - 3.849</td>
<td>Cum Laude</td>
</tr>
</tbody>
</table>

Graduation honor cords are given to eligible students the day of the commencement ceremony before the start of the program. Graduation honors are printed on the diploma. Certificate programs do not qualify for graduation honors.

If you are a member of Delta Mu Delta or Chi Alpha Epsilon, you received your honor cords at the time of your induction program.


For Lambda Epsilon Chi (LEX) members wishing to purchase a stole (not required) please visit, the AFFfPE website (www.aafpe.org) for the LEX Honor Society overview and to order the LEX Graduation Sash.

1. Once in the AAFPE website homepage, students should select the LEX Honor Society tab listed on the left side of that homepage.
2. Once in the LEX Honor Society page, students should select the LEX Student Credit Card Payment Form (PDF)
3. Students need to complete the LEX Credit Card Payment Form and submit that completed form to AAFPE Headquarters.
4. When completing the LEX Credit Card Payment Form, students should complete the top caption information fields as follows:

LEX Credit Card Payment Form

<table>
<thead>
<tr>
<th>Name of Chapter:</th>
<th>Peirce College Chapter of LEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Director’s Name:</td>
<td>Edwin B. Miller</td>
</tr>
<tr>
<td>Student’s Name:</td>
<td>Student’s Name (Month and Year of LEX Induction)*</td>
</tr>
</tbody>
</table>

*Note: Students must include the month and year of LEX induction for the form to be processed.

5. The cost of the LEX Graduation Sash is $30. (Students may view the LEX Graduation Sash by clicking into the LEX Graduation Sash (PDF) link located on LEX Honor Society Overview page.)
6. Students have two options in terms of submitting the completed order form:
   - Students may scan the completed form and submit it electronically to AAFPE Headquarters via email at info@aafpe.org
   - Students may submit the completed form by traditional mail delivery to the AAFPE Headquarters mailing address: AAFPE, Attn: Kathy Suckiel/LEX Honor Society Order Form, 19 Mantua Road, Mt. Royal, NJ 08061
7. Students should allow at least two weeks for delivery. (AAFPE will cover standard mailing costs for orders placed at least two weeks prior to the needed delivery date.)
8. Students may contact Kathy Suckiel at AAFPE Headquarters for any questions regarding this order process. (Kathy Suckiel’s telephone contact number is 856-423-2829. Once in that telephone prompt system, students should select the AAFPE Headquarters option/extension 1, and ask to speak with Kathy Suckiel.)

Procession

The academic procession will move as directed by the Grand Marshal Dr. Charlene Glenn who will lead the graduates into Verizon Hall. The student speaker and award recipients will immediately follow the Grand Marshal. A Student Marshal will lead graduates of each degree program, with bachelor’s degree graduates being first in line, followed by the associate and certificate graduates. The academic procession will take place in the following order: Accounting, Business Administration, Information Technology, Paralegal Studies, and General Studies.
Please maintain a distance of three feet between yourself and the person in front of you. When you reach your seat, turn and face the aisle until the faculty procession has passed your seat row. Remain standing until after the national anthem.

Your Degree

When your degree program Faculty Chair/Program Manager presents the candidates for your degree, please rise and remain standing until all of the graduates in your program have crossed the stage.

- Program Manager and Assistant Professor Ahmed Omar will present the Accounting degree candidates.
- Faculty Chair and Professor Michael Schirmer will present the Business Administration degree candidates.
- Assistant Dean and Associate Professor Brian Finnegan will present for Information Technology and General Studies degree candidates.
- Assistant Dean and Professor Ed Miller, J.D. will present the Paralegal Studies degree candidates.

When you report to the Check In table at 5:30 p.m., you will be given an index card with your name and any academic honors you are receiving printed on the card. When you go on the stage, you will hand the card to the faculty reader, who will do his/her best to pronounce your name correctly. Graduation honors printed on the card will be read. The faculty reader will only read information printed on your index card. The faculty member will keep the index card. (The index cards allow the photographer to match the photograph with the correct graduate.) Once your name has been read, you will receive your diploma cover and shake hands with Dr. Rita Toliver-Roberts, Dean of Students. You will cross the stage and have your photo taken with our Commencement Keynote Speaker, Patricia Coulter. You will then exit the stage and return to your seat. Herff Jones Photography will contact graduates at a later date to discuss photo purchasing options.

Recessional

Please encourage your guests to remain standing at their seats until all graduates have filed out of Verizon Hall.

Your Diploma

Diplomas will be ordered once degrees have been conferred. Diplomas are printed and mailed to students’ home address within approximately three weeks. All financial obligations and critical documents (see Graduation Requirements) must be met before a diploma can be issued. If you have a change to your home address, please immediately update your address at https://my.peirce.edu.

Transcripts

You may order an official transcript by visiting www.peirce.edu and choosing "Transcript Request" from the Peirce Quick Links drop-down menu. If you have any concerns, please contact the Office of the Registrar at 888.GO.PEIRCE, ext. 9380.

Additional Information

We look forward to your well-deserved celebration, and we wish to make this a memorable event for you, your family, and friends. Remember to check the commencement website at http://www.peirce.edu/Current/Graduation/Default for updates.

Please let us know if we may be of service to you as you prepare for your graduation. Kindly contact Dr. Rita Toliver-Roberts, Dean of Students at 888.GO.PEIRCE, ext. 9265 or email commencement@peirce.edu for additional information or to provide feedback about our commencement processes and ceremony.