Peirce College

2013 Commencement Guidelines

The Peirce College 2013 Commencement Ceremony will be held at 6:45 p.m. on Monday, June 10, 2013, 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 2, 2013.
2. Satisfy all outstanding financial obligations to the College by May 3, 2013. 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 2, 2013.
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.

Attend the Graduation Fair on May 2, 2013, 4:00PM-6:00PM, College Hall Main Lobby. This fair will inform students of any financial obligations to the College as well provide information about loan repayment. Participating departments include Financial Aid, Business Office, Academic Advising, and Office of the Registrar.

Who Will Participate

If you are among the students who will have completed degree requirements by August 2012, December 2012, or May 2, 2013, you are invited to participate in the commencement ceremony.

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, Healthcare Administration, Health Information Technology, Information Technology, Paralegal Studies, or General Studies.

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 22, 2013, or in the Business Office (located on the lower level of College Hall). The price for cap/gown/tassel and hood is $42.00. 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 $12.35 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 20, 2013.
Purchasing hours in the Business Office are as follows:
Monday through Thursday 8:00 a.m. to 6:00 p.m. and Friday 8:00 a.m. to 5:00 p.m.
Additional hours: Saturday, May 4th 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**: $21.00; **Tassel**: $ 3.00

Tickets for Family and Friends

Once a cap and gown has been purchased, graduates may request **up to 6 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 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 10, 2013, students and guests can participate in a tour of the College. Tours will begin at 1:00 p.m. and end at 4:00p.m. Tours 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.) 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 **Meryl Silver, Student Disability Services Coordinator** in Walker Center at 888.GO.PEIRCE, ext., 9251 or at [MLSilver@peirce.edu](mailto:MLSilver@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).

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 AFFPE website (http://www.aafpe.org/LEX_Honor_Society/index.asp) for the LEX Honor Society overview and to order the LEX Graduation Sash.

1. From the LEX Honor Society page, students should select the LEX Graduation Sash Order Form (PDF) (http://www.aafpe.org/LEX_Honor_Society/documents/LEXGraduationSashorderform.pdf).
2. Students need to complete the LEX Graduation Sash Invoice Order Form and submit that completed form to AFFPE Headquarters.
3. When completing the LEX Graduation Sash Order Form, students should complete the top caption information fields as follows:

   **LEX Credit Card Payment Form**

   **Name of Chapter:** Peirce College Chapter of LEX
   
   **Month/Year Inducted into LEX:**
   
   **Name of Inductee:** Student’s Name

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

4. The cost of the LEX Graduation Sash is $30.
5. Students have two options in terms of submitting the completed order form:
   - Students may scan the completed form and submit it electronically to AFFPE Headquarters via email at info@aafpe.org
   - Students may submit the completed form by traditional mail delivery to the AFFPE Headquarters mailing address:
     
     AFFPE
     
     Attn: Kathy Suckiel/LEX Honor Society Graduation Sash Order Form
     
     19 Mantua Road
     
     Mt. Royal, NJ 08061

6. Students should allow at least two weeks for delivery. (AFFPE will cover standard mailing costs for orders placed at least two weeks prior to the needed delivery date.)
7. Students may contact Kathy Suckiel at AFFPE 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 AFFPE Headquarters option/extension 1, and ask to speak with Kathy Suckiel.)

**Procession**

The academic procession will move as directed by the Grand Marshal Dr. Patricia Rucker, Provost and Senior Vice President of Academic Advancement, 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, Health Care Administration, Health Information Technology, 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.
- Faculty Chair and Assistant Professor Stephanie Donavan will present the Healthcare Administration and Health Information Technology 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, Vice President, Academic Advancement. You will cross the stage and have your photo taken with our Commencement Keynote Speaker, Lisa Nutter. 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.html 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, Vice President, Academic Advancement at 888.GO.PEIRCE, ext. 9265 or email commencement@peirce.edu for additional information or to provide feedback about our commencement processes and ceremony.