



DATE & TIME OF THE CEREMONY

Winter 2014 Graduate Commencement will be held:

Saturday, December 13, 2014

3:00 p.m.

Richard & Vivian Felix Event Center

Azusa West Campus

(No balloons are allowed in the Felix Event Center)

Live streaming of the event will be available online at
www.apu.edu/live.

MANDATORY CHECK-IN

Students participating in the ceremony are required to check-in with Commencement Staff to receive name cards and to be arranged in the marching line:

Saturday, December 13, 2014

2:00 p.m.

Heritage Court

Azusa West Campus

TICKETS & SEATING

- The ceremony is held indoors in the Felix Event Center (FEC). Doors open at 2:00 pm to ticketed guests.
- **TICKETS ARE REQUIRED.** Each student will receive nine (9) tickets for seating inside the Felix Event Center included in the cap and gown apparel package.
- Seating is first-come, first-served to ticketed guests.

CAP & GOWN DISTRIBUTION

Distribution of caps and gowns will begin on:

November 21, 2014 (Friday)

A cap & gown will be mailed to the home of each graduating student who is **academically cleared** with the Graduate Registrar and who has **no owing financial balance due to APU as of November 7, 2014.**

If you are not cleared, financially or academically, you will receive a letter informing you of what needs to be cleared. If you have not received a cap & gown **OR** a letter by December 1st, please notify the Office of the Graduate Registrar at (626) 815-4570.

Students clearing academic and financial holds after initial distribution will be able to pick up their caps & gowns during the timeframe listed below. All financial obligations to APU must be met before a cap & gown will be released.

December 1 – 11, 2014 (Monday – Thursday)

9:30 am to 6:30 pm

BY APPOINTMENT ONLY

Graduate and Professional Center

568 E. Foothill Blvd.

Call Alicia York at (626) 815-4547

Graduation apparel cannot be mailed to addresses outside of California because it may not arrive in time. Residents of other states may contact Alicia York in the Graduate Registrar to make arrangements to pick up apparel or to provide an alternate shipping address.

CEREMONY CONDUCT

For the enjoyment and safety of all participants and guests attending the Commencement Ceremony, we ask for your cooperation and the cooperation of your guests in the following areas:

- Pets are not allowed on campus, with the exception of guide dogs.
- Only graduates are allowed in the processional or on the platform during the ceremony. Family members may not accompany you onto the platform.
- No balloons are allowed in the Event Center.
- Due to the distraction they cause to the event, please do not bring noisemakers or objects to throw, such as tortillas or beach balls. These items may be confiscated by security personnel.
- If at all possible, out of respect for the other participants, please remain seated until the ceremony is finished.

CARING FOR YOUR CAP & GOWN

1. If you are participating in commencement and ordered graduation apparel, you need to know:

- You do not need to return your academic apparel.

2. As you prepare for commencement day, it is important for you to know that:

- The apparel CANNOT be washed or dry-cleaned.
- To remove wrinkles, use a warm iron.

3. On commencement day, remember to:

- Wear or bring your apparel—this includes your gown, hood, cap and tassel that will be mailed to you.

4. Questions? Contact Alicia York in the Office of the Graduate Registrar, by phone at (626) 815-4547, or via email at ayork@apu.edu.

SPECIAL ASSISTANCE

If you are a graduating student with special needs and you are attending commencement, please contact Lori Zenner in the Office of the Graduate Registrar, by phone at (626) 815-4572, or via email at lzenner@apu.edu to make arrangements.

Any student that may have guests who require a sign language interpreter need to contact Lori Zenner at least one week prior to the ceremony.

COMMENCEMENT RECEPTION

Graduates and their families are invited to attend a reception on the day of Commencement. It will be held:

Saturday, December 13, 2014

1:30 p.m. — 2:30 p.m.

Kresge Plaza

Azusa West Campus

[see campus map on page 4; facility 85]

GRADUATION WITH HONORS

Since all APU graduate students must maintain a minimum GPA of 3.0, and 90% earn a GPA of 3.5 or higher, APU considers all graduate students as honor's students (as do many other universities).

Specific honors recognition is only available to graduate students through affiliations with individual honor societies. Both the School of Nursing and the School of Education have these affiliations. Information regarding the various honor societies is only available through the schools mentioned above. The university does not note these honors in the commencement program; however, the honor society may award a member with a cord or other insignia which students may purchase and wear at commencement. All questions regarding honors should be referred to the School of Nursing and School of Education.

CHANGED YOUR MIND ABOUT WALKING?

If you initially indicated that you wanted to participate in the Winter 2014 Commencement Ceremony and now you are not able to attend, please contact the Office of the Graduate Registrar at (626) 815-4570, or via email at gradregistrar@apu.edu.

ANNOUNCEMENTS & CLASS RINGS

Announcements and class rings may be ordered from Jostens by calling (800) 353-5299. Announcements can also be ordered on-line at www.jostens-announcements.com.

The APU Bookstore also offers diploma frames and a nice selection of alumni merchandise. Please call the Bookstore at (800) 933-1950 or check our website at www.bookstore.apu.edu.

PICTURES & DVDS

A professional photographer will take pictures at the ceremony. Proofs will be emailed to you within 48 hours and mailed to you approximately one week after the ceremony, at which time you will have the option to purchase enlargements. If you have questions regarding your proofs, you may call Grad Images at (800) 261-2576 or email them at service@gradimages.com.

DVD copies of the ceremony will be available to purchase from Grad Memory at www.gradmemory.com or by phone at (866) 977-4723 (EST).

DEGREE CLEARANCE

To be eligible to participate in the Winter Commencement, you must complete all of your courses and other academic requirements by January 24, 2015.

Every "walking" student who has courses or requirements not totally complete on the day of commencement is hereby advised that their actual date of graduation will not be the date of the ceremony. Rather, the degree will be posted on the next available APU degree posting date following the successful completion of all degree requirements.

PAYMENT OPTIONS

Azusa Pacific University no longer accepts credit card payments for any charge appearing on the student account. For more information regarding this decision, please visit our site <http://www.apu.edu/graduateprofessionalcenter/sfs/payment> and read our [Credit Card Policy FAQs](#).

DIPLOMAS

Empty diploma cases are handed to you during the ceremony. Your official diploma will be mailed to you after:

1. All grades have been received and all degree requirements are met;
2. Your degree has been posted to your transcript; and
3. All financial obligations to the University have been satisfied and loan exits are completed.

This process may take up to three months following the degree posting date.

UNIVERSITY FINANCIAL POLICIES

A student may not participate in commencement or graduation ceremonies, register for further sessions, or receive any diploma, grade, certificate, transcript, or verification letter until all financial obligations (including NDSL/Perkins Loan) have been satisfied in accordance with APU financial policies.

Any diploma, grade, certificate, transcript, or verification letter shall be retained by the university as a security interest until all such obligations are satisfied.

Release of any such security interest prior to, or subsequent to, any default by the debtors shall not be considered a binding precedent or modification of this policy.

The university reserves the right to make any changes in costs, payment plans, and refund policies without notice.

LOAN EXIT COUNSELING

Students who are graduating and who have accepted Stafford Loans and/or Perkins Loans during the course of their study at APU are required to complete Loan Exit Counseling at www.nsls.ed.gov. **The loan exit counseling must be completed before the university will release official transcripts or diplomas.**

Affected students will be notified via letter from the Office of Graduate Student Financial Services.

Questions? Please call the Office of Graduate Student Financial Services at (626) 815-4570.

TRANSCRIPTS

Official transcripts, with your degree posted, are available **approximately four weeks after all grades have been received and all degree requirements have been met.** Degree posting begins on December 15th for the December 13th degree date, and on January 26, 2015 for the January 24th degree date.

All transcript requests must be made in writing and should include "Hold for posted degree". For information on ordering transcripts, please call the Graduate and Professional Center at (626) 815-4570 or **log on to www.apu.edu/graduateprofessionalcenter/registrar/transcripts**.

Please Note: Transcripts and diplomas will not be released until all financial obligations to the university have been met.

IMPORTANT DATES

November 7, 2014 (Friday) - Last day to clear owing financial balance to APU to have cap & gown mailed in first mailing.

November 21, 2014 (Friday) - Cap & gown mailed to each student who is academically cleared and who has no owing financial balance due to APU as of November 7, 2014.

December 1 – 11, 2014 (Monday–Thursday) - Cap & gown distribution for all students who were not academically cleared and/or who had an owing financial balance as of November 7, 2014.

Graduate and Professional Center 9:30 am to 6:30 pm

BY APPOINTMENT ONLY – Call your Academic Records Counselor

December 13, 2014 (Saturday) -

1:30 pm Commencement Reception

2:00 pm Mandatory Check-in

3:00 pm Ceremony

Azusa West Campus 701 E. Foothill Blvd, Azusa

Winter 2014 Commencement Facilities

(Numbers correspond to map below)

Heritage Court.....	43
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The **Graduation Newsletter** is published prior to each APU Graduate Commencement Ceremony by the Office of the Graduate Registrar. Questions or comments may be directed to:



AZUSA PACIFIC UNIVERSITY

Office of the Graduate Registrar
PO Box 7000, Azusa, CA 91702
(626) 815-4570, fax (626) 815-4545
<http://www.apu.edu>
Email: gradregistrar@apu.edu

DIRECTIONS & MAPS

