

Graceland University

**GRADUATION
GUIDE
May 2007**

Stuff you need to do and when to do it!



Getting Started

Apply for graduation “*immediately*”

- www.graceland.edu/onlineforms and click on Application for Graduation OR
- Go to InfoCentral and complete Application to Graduate

Order caps, gowns and announcements **Before April 1, 2007**

- www.herffjones.com/college/graduation
- Order optional flag sash for study abroad or non-USA citizen – contact Diana Jones at International Programs for details (641) 784-5412 or (641) 784-5370

Prepare Resume

- For sample resumes go to www.graceland.edu/careers
- Go to CAP Center for assistance (641) 784-5200
Located in Patroness Hall
Monday – Friday, 8 a.m.-5:00 p.m. (other times by appointment)

Before You Leave

Complete Financial Obligations

- **Check your student account** on MyInfo or review it with your Student Account Advisor and pay the balance. Remember to pay any new charges each month. A free transcript is given with your diploma if your balance is zero at the time of graduation.
- **Direct Loan (Stafford) Borrowers:**
You must complete loan exit sessions **before May 1st**.
Go on-line at <http://mapping-your-future.org/exitcounseling/?act=intro>
- **Perkins Loan Borrowers:**
You must complete loan exit sessions **before May 1st**.
Go online at <http://mapping-your-future.org/perkins/exitcounseling/?act=intro>
You will have additional paperwork to complete in the Loan Office in Patroness Hall, Room 112 (x5134).
- **Institutional Loan Borrowers:**
You must complete loan exit sessions **before May 1st**.
Come to the Loan Office in Patroness Hall, Room 112 (x5134) for the following loans: World Fellowship Loans, Canadian Foundation or Canadian Loans and Community of Christ Leadership Loans.

Job Search *and* Graduate School

You're not in this alone. We're here to help.

- **Professional resume** and cover letter advice
- **Graduate school** timeline, exams, entrance essays, reference books
- **The job search:**
 - **Register and post your resume** on Graceland's own on-line job bank, **College Central Network** at www.collegecentral.com/graceland (takes about 3-5 minutes)
 - Alumni and friends of GU post jobs online
 - GU students can register and look through internships and jobs and apply to openings online.
 - Career Search – locate all employers in your specific career field and geographic location
 - **Searching for Opportunities** On-line
 - Smart posting methods – where to post your resume for best results.
 - How to narrow your search to make it easier
 - **Mock Job Interviews** – can be customized for your specific career field
- **Job Fair** dates and locations
- **CAP Center Library** – with books on all of the above topics
- **Call the CAP Center** (641) 784-5200 for more details, or to schedule an appointment.
Check out this website: www.graceland.edu/careers

Motel Information

Make reservations EARLY for friends and family

Super 8	Lamoni, IA (2 miles)	(641) 784-7500
Chief Lamoni Motel	Lamoni, IA (2 miles)	(641) 784-3329
Eagle's Landing Motel	Eagleville, MO (12 miles)	(660) 867-5228
The Painted Lady B&B	Blythedale, MO (12 miles)	(660) 867-5329
Best Western	Bethany, MO (30 miles)	(800) 937-8376
Bethany Motel	Bethany, MO (30 miles)	(660) 425-6327
Sunset Motel	Bethany, MO (30 miles)	(660) 425-7865
Super 8 Motel	Bethany, MO (30 miles)	(660) 425-8881
Family Budget Inn	Bethany, MO (30 miles)	(660) 425-7915
AmericInn	Osceola, IA (32 miles)	(641) 342-9400
Best Western Regal Inn	Osceola, IA (32 miles)	(641) 342-2123
Blue Haven Motel	Osceola, IA (33 miles)	(641) 342-2115
Super 8 Motel	Osceola, IA (32 miles)	(641) 342-6594
Lakeside Casino Resort	Osceola, IA (34 miles)	(641) 342-9511
Mt. Ayr Inn	Mt. Ayr, IA (23 miles)	(641) 464-3500
Charlie 'n' Jane's B&B	Mt. Ayr, IA (23 miles)	(641) 464-2564
Arbor Inn B & B	Leon, IA (15 miles)	(641) 464-4595
Leon Motel	Leon, IA (15 miles)	(641) 446-4832
Little River Motel	Leon, IA (15 miles)	(641) 446-4882
Main Street Motel	Leon, IA (15 miles)	(641) 446-4900

Graduation Questions & Answers

Review of typical student questions and answers

- Do I have to walk at Commencement?
 - Walking is not a requirement for graduation. However, we encourage all graduates to walk and be recognized and celebrated for their significant achievement.
- Can I walk if I haven't met all my graduation requirements?
 - Students may be able to walk upon submission of a petition. Forms are available at MyInfo or InfoCentral. See the Registrar in Patroness Hall if your graduation audit (sent to you after submitting application to graduate) indicates requirements have not been met.
- How much do the commencement gowns cost?
 - Approximately \$31 for undergraduate and Master's ~\$59. www.herff-jones.com/college/
- Where are the gowns shipped?
 - Gowns will be shipped to either the Lamoni or the Independence Bookstore unless you pay extra to have them shipped to your home. For shipping call the Lamoni Bookstore at (800) 308-5997 or Independence bookstore at (800) 833-0524.
- My sister graduated 2 years ago, can I wear her gown?
 - No, because the style changed.
- Can I pick up my gown on the morning of graduation?
 - Yes, you can pick up your gown at the bookstore.
 - Lamoni Bookstore hours will be 8 am – 3 pm on the day of commencement.
- Do I need to see the Registrar if I already applied for graduation?
 - Not unless you want to confirm your status.
- How can I obtain an official transcript?
 - Transcripts are obtained from Registrar's office. If your balance is zero with Graceland at the time of graduation, you will receive a transcript with your diploma. There is a \$10 charge for subsequent transcripts. www.graceland.edu/transcript
- How much does the ACACIA yearbook cost and where can I order a yearbook?
 - \$38 – contact Jeff Benson (816)536-0526.
 - The yearbook will be mailed to you.

Graduation Week – Almost Alumni

Detailed schedule TBA

May 7-11, 2007 – Senior Week Activities

Wednesday, May 9 – 7:00 p.m., *Fellowship Service* – all are welcome!! *Senior Night at the coliseum.*

Saturday, May 12 - *Final Fling*

Friday, May 18 – *Nursing Recognition Ceremony* – 7:30 p.m. – Stone Church Sanctuary – Independence

Saturday, May 19 – *Baccalaureate* – 7 p.m. – Shaw Center – (Assemble at 6:30 p.m.) ***Wear your cap and gown!***

Saturday, May 19 – *President's Reception* – 8 p.m. – MSC Main Room

Saturday, May 19 - *Candle lighting Ceremony* – 9 p.m. – Alumni Brick Plaza (east of Higdon Bldg) This is a ceremony welcoming graduates to the ranks of the Graceland Alumni Association.

Sunday, May 20 *Commencement* – 10 a.m. - Closson Center. ***Wear your cap and gown!*** Assemble at the Shaw Center no later than 9 a.m. for the processional. **Lamoni Bookstore** hours the day of commencement will be 8 a.m. – 3 p.m. **Food Service** hours will be 11:30-1:30; **Swarm Inn Hours** will be 8 a.m. – 3 p.m.

Almost Alumni

Congratulations “Almost Alumni” on your pending graduation from GU! You are about to enter the ranks of alumni. Stay connected with your friends and faculty and please check the alumni and friends section of the Graceland website to register for the alumni online directory. When you receive a job promotion, receive an award, get married or have a baby, let us know your good news so we can publish it in the Graceland Alumni and Friends magazine, *Horizons*.

Best wishes and good luck as you begin your careers. If we can help, please contact the Alumni Programs Office at 1-866-GU4-EVER. **“Students today ---- Alumni Forever”**

Commencement Day

Sun, May 20-10:00 am–Closson Center–Commencement

Graduates assemble at 9:00 a.m. in the Shaw Center

Photos and video

A professional photographer from Jolesch Photography of Des Moines will be taking photos of each graduate as he or she crosses the stage and during the handshake. The photographer will send information directly to the graduate for ordering. Graceland will be videotaping the ceremony. If you would like to purchase a DVD, please send your name, mailing address (or where you would like the DVD sent), phone number, and number of DVD's, along with \$15 per DVD, to the Office of Academic Affairs prior to May 28, 2007.

Student Marshals

Tammy Everett, Steve Glazer and Jennifer Poulton

For assembly instructions for baccalaureate and commencement see

<http://www.graceland.edu/show.cfm?durki=3119>

Senior Class Representatives

Robert Smead (641) 784-5599

Adetokunbo (Toks) Olushola (641) 784-5534

The marshals and senior class representatives are available to help you with commencement questions. Don't hesitate to contact them with questions.

International Students

- **Apply Now for Optional Practical Training (OPT)** if you want to work after graduation in the U.S.A. *It takes 3-4 months for authorization!* Not sure? Ask questions now!
- Order **graduation sash** of your country to be worn at commencement. (optional)
- Contact International Programs office if you want to **carry your flag at commencement**
- Graduating in May/Summer but **I-20** expiring after completion of classes? Please see Diana Jones to **correct the end of program date on your I-20, shorten program, and print a new I-20.**
- If you are **not completing courses** by the expiration date on your I-20, **you MUST extend your I-20 before the I-20 expiration date to avoid being out of status.** (For example; if you are walking at commencement but you still have summer school you must extend your I-20).
- Applicants for **graduate school** must meet with Diana Jones to take care of transfer procedures before May 1.
- All International Students must **complete an exit interview with Diana Jones.** You will **begin the withdraw process** in the International Programs Office. Schedule an appointment in late April or early May.

**For questions or to schedule an appointment call International Programs:
Diana Jones at (641) 784-5412 or Peg Geiger (641) 784-5336**