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Official Copy

 **Fort Hays State University**
600 Park Street
Hays, Kansas 67601-4099

April 21, 1982

To: Emeriti Faculty

Commencement is scheduled for 8:00 p.m., Friday evening, May 14, 1982, in Paul B. Gross Memorial Coliseum.

This is to invite you to march in the Commencement Processional. We shall need to have the names of those planning to participate. Should you plan to participate, please let us know prior to Wednesday, May 5.

We shall assemble inside M. C. Cunningham Hall at 7:30 p.m., Friday, May 14.

For those of you living in Kansas, the University has a toll free number: 1-800-432-0248. If you use this number, please call between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday.

Thank you.

Sincerely,

W. R. Thompson
Associate to the Vice
President for Academic Affairs

WRT/11

Enc: Reminder to Degree Candidates
and Faculty

490-05-082)

Fort Hays State University
REMINDER TO DEGREE CANDIDATES AND FACULTY
Spring Commencement May 14, 1982

To: Degree Candidates
From: W. R. Thompson
Associate to the Vice
President for Academic Affairs

The Spring Commencement schedule is listed below. Please read carefully.

FRIDAY, May 14 - 12:00 Noon	LUNCHEON FOR DEGREE CANDIDATES. Fort Hays Ballroom, Memorial Union. No academic gowns.
FRIDAY, May 14 - 2:15 p.m.	REHEARSAL FOR COMMENCEMENT. Degree candidates assemble inside M. C. Cunningham Hall.
FRIDAY, May 14 - 8:00 p.m.	COMMENCEMENT. Paul B. Gross Memorial Coliseum.
7:15 p.m.	Degree candidates assemble inside M. C. Cunningham Hall.
7:30 p.m.	Faculty assemble inside M. C. Cunningham Hall.

Attendance

If it is impossible for a candidate for a Bachelors degree to participate in the exercises, please contact the Office of the Associate to the Vice President for Academic Affairs, PH210, telephone (913) 628-4203. Candidates for graduate degrees contact the Graduate Office, PH211, (913) 628-4237.

Place of Assembly

Candidates and faculty will assemble inside M. C. Cunningham Hall. Bachelor degree candidates assemble in Gyms 100, 101 and 120. Graduate degree candidates and faculty assemble in hall leading from Gym 100 to the Department of Health, Physical Education and Recreation Office.

Academic Dress

Degree candidates secure caps and gowns in Paul B. Gross Memorial Coliseum, entrance gate 1, Wednesday or Thursday, May 12 or 13, 8:00 a.m. - 4:00 p.m. and on Friday, May 14, they may be picked up 8:00 a.m. - 12:00 noon. Place cap on the head squarely. Women wear dark dress shoes. Men wear white shirts and dark shoes. Wear tassel on the right side of the cap. Men remove caps during prayer and then replace. The marching order will be obtained at the time you obtain your cap and gown. The color of the tassel issued will depend upon major. Tassels may be retained as souvenirs of Commencement.

Candidates for the Masters and Specialists degree are entitled to wear the tassel on the left side of the cap.

After Commencement exercises, please fold your gown and place it and your cap on your chair.

Rehearsal for Commencement

Degree candidates meet Friday, May 14, 2:15 p.m. inside M. C. Cunningham Hall for Commencement processional rehearsal and final instructions. Degree candidates will assemble in Gymnasiums 100, 101 and 120. Graduate degree candidates will assemble in the hall leading from Gym 100 to the Department of Health, Physical Education and Recreation Office.

Commencement

Order of March: Candidates meet inside M. C. Cunningham Hall. Please be punctual. Faculty will precede the candidates in the line of march.

Seating of Graduates and Faculty

Faculty and candidates will be seated on the arena floor of the Gross Memorial Coliseum. Faculty will be seated to the rear of the graduates.

Automobile Parking

Candidates may wish to advise their parents that there is ample parking on campus. This will also avoid delay in leaving after Commencement. In the event of rain, it is advisable to park on campus because of limited parking on the parking lots at the Coliseum.

Fees

The \$10.00 Commencement fee which candidates paid takes care of diploma fee, rental of cap and gown, postage for mailing diplomas, and luncheon for degree candidates. Students having any question relative to the fee should call the Business Office.

Degree-Candidate Luncheon

The luncheon honoring members of the graduating class will be at 12:00 noon, Friday, May 14, Fort Hays Ballroom, Memorial Union. Candidates are urged to consult the information from the Alumni Office relative to the Degree-Candidate Luncheon.

Notice to All Graduates

All graduates will have their names printed in the Commencement program. Students who receive honors at graduation will have this information included in the Commencement program. Students' names will be read at Commencement. If graduation is with honors, this information will also be read at Commencement. Students who do not wish to have their names included in the Commencement program or read at Commencement should inform Dr. Bill Jellison, Vice President for Student Affairs, Picken Hall 303, in writing, of their desire to have their names omitted from the Commencement program. This information must be received in Dr. Jellison's office not later than Monday, April 26, 1982.

Reserved Seating for Handicapped or Elderly Persons

Seating arrangements have been made and posted on the arena floor for wheelchair, handicapped or aged persons. Seating is to the left of the stage, facing the stage. Reservations for this area are not necessary.