

# *May 2020 Degree Candidates*

*are invited to attend*

## **COMMENCEMENT 101**



*Learn more about graduation week,  
honors eligibility, the commencement  
ceremonies and so much more!*

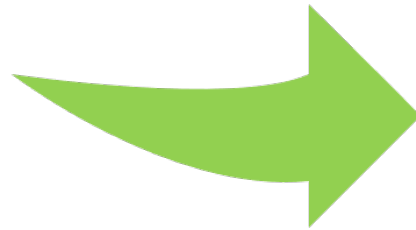
*Thursday, February 27, 2020*

*DiGiorgio Campus Center - Dina's Place*

*11:00am -12:00pm*

# WHAT IS GRADUATION?

When a student has successfully completed all coursework and requirements towards a degree from a college or university.



# GRADUATION APPLICATION:

Your diploma name and Commencement program information...

**Diploma Name Selection** RETURN TO MENU Search  Go

Select the name to be printed on your diploma. You can make changes on the next screen.

\* indicates required field

**Name**  
Name: Mary Jane Smith

Current Diploma Name: Mary J. Smith

Select a Name for your Diploma  
One of your Names:\*  
Current Name ( Mary J. Smith )

Continue

This is the name that will appear on your diploma. It will be printed exactly how you enter it here.

**Hometown** RETURN TO MENU Search  Go

Please enter or edit a new hometown address. We will use this hometown in the Commencement Bulletin. Use the dropdown to select.

\* indicates required field

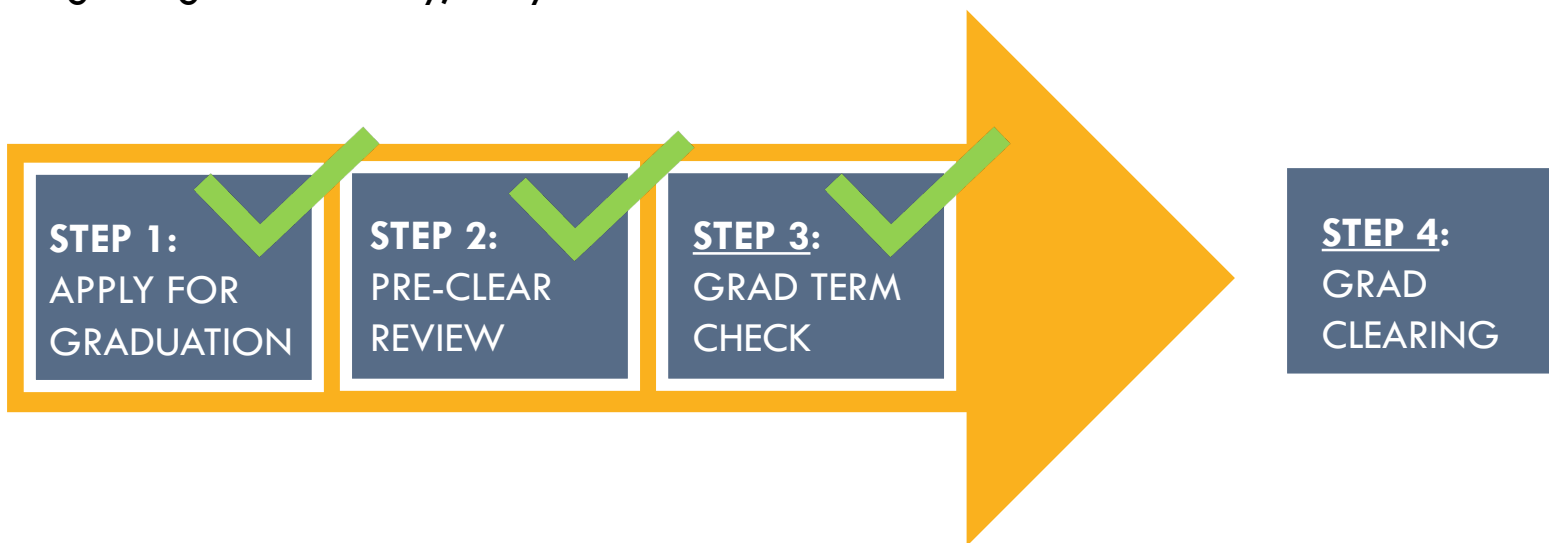
**Current Diploma Mailing Address**  
Select an Address for your Diploma  
One of your Addresses:\*  
Hometown for Graduation (x)

Continue

This is the hometown that will appear on the Commencement program.

# STEPS TO GRADUATION:

At this point, you should have received have received an e-mail notification with your graduation term check report. Students will be cleared for graduation beginning on Thursday, May 7<sup>th</sup>.



Right now, you should see this note on your **Degree Works** page. Your graduation status will not be checked off until you are cleared for graduation.

## Graduation Status

For more detailed information regarding Graduation Steps, please visit <https://www.winthrop.edu/recandreg/graduation-steps.aspx>

Graduation Term Check Completed for May 2020

**Still Needed:** Final Step: End of Term Final Audit Review for May 2020 (To be completed by the Office of Records and Registration).

# IS YOUR DEGREE WORKS COMPLETE?

<input type="checkbox"/> General Education Area I		
<input checked="" type="checkbox"/> Principles of Learning Academy	ACAD 101	Princpls of the Learning Acade
<input checked="" type="checkbox"/> Composition	WRIT 101	Composition
<input checked="" type="checkbox"/> The Human Experience	HMXP 102	The Human Experience:Who Am I?
<input checked="" type="checkbox"/> Critical Reading, Thinking and Writing	CRTW 201H	Crit Reading, Thinking & Writi
<input checked="" type="checkbox"/> Oral Communications (Met in Major)	SPCH 201	Public Speaking
<input checked="" type="checkbox"/> Technology (Met in Major)	CSCI 101 CSCI 101B CSCI 101F CSCI 101N	Introd Computers & Inform Proc Using Microsoft Excel Learning Adobe Photoshop Learning Adobe InDesign
<input checked="" type="checkbox"/> Intensive Writing (Met in Major)	MCOM 441	Mutimedia Reprtng Pub Issues
<input checked="" type="checkbox"/> Constitution Requirement	PLSC 201	American Government
<input type="checkbox"/> Physical Activity	Still Needed:	Select 1 class from the Physical Activity Area. You currently have 0, you still need 1 more class.
COURSE SEARCH: <a href="#">CLICK HERE</a> (If specific courses are NOT listed)		
<input checked="" type="checkbox"/> General Education Area II		
<input checked="" type="checkbox"/> Global Perspectives	SPAN 201	Intermediate Spanish I
<input checked="" type="checkbox"/> Historical Perspectives	AAMS 300	African American Studies
<input checked="" type="checkbox"/> Social Sciences	ECON 215 PLSC 201	Principles of Microeconomics American Government
<input checked="" type="checkbox"/> Humanities and Arts	MUST 298 RELG 101	Music Appreciation Intro to Religious Studies
<input checked="" type="checkbox"/> Quantitative Skills	MATH 141	Finite Probability,Statistics
COURSE SEARCH: <a href="#">CLICK HERE</a> (If specific courses are NOT listed.)		
<input checked="" type="checkbox"/> NATURAL SCIENCE LAB REQUIREMENT		
<input checked="" type="checkbox"/> Elements of Livings Systems and Lab-LIFE	BIOL 150 BIOL 151	Elements of Living Systems Investigations into Living Sys
<input checked="" type="checkbox"/> Quantiative Methods or Natural Science-Earth or Physical		
<input checked="" type="checkbox"/> Additional Quantitative Skills Course	MATH 150	Intro Discrete Mathematics

If you see any unmet degree requirements (highlighted in red) on your Degree Works page, please contact the student services office for your college.

# CULTURAL EVENTS REQUIREMENT

- MUST BE COMPLETED -

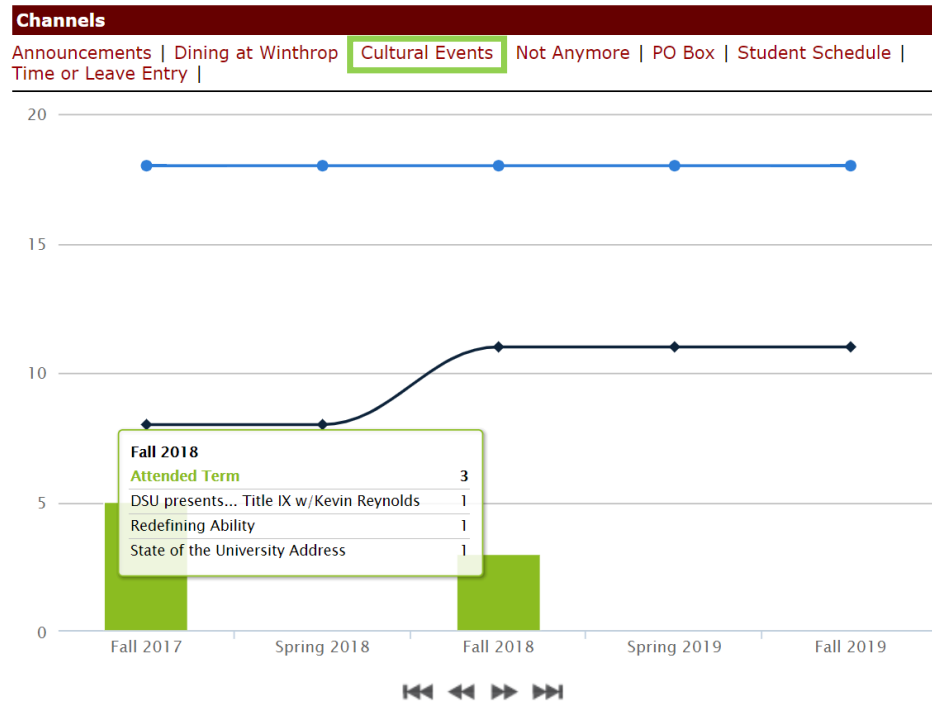
**Cultural Events** are a degree requirement for all undergraduate students and are also part of the University's accreditation.

The primary goal of Cultural Events is “to help students develop their full potential[s]” as educated, well-rounded individuals.

In order to be cleared for May 2020 graduation, students must complete their Cultural Event requirement by **Thursday, May 7, 2020**. Students who fail to do so will be made ineligible to participate in the Commencement ceremony on **Saturday, May 9, 2020**.

# CULTURAL EVENT ATTENDANCE

To see which Cultural Events you have received credit for attending, log in to **Wingspan**. On the homepage, in the 'Channels' section, click on 'Cultural Events.'



If you see an event missing from your attendance history, please contact the Cultural Events Coordinator at 803/323-4849.

# CULTURAL EVENTS COMPLETED

As soon as your Cultural Events requirement has been completed, it will be checked off on your Degree Works page:

## Winthrop University Degree Audit

Student View	
Student	Doe, Jane
ID	
Classification	Senior
Advisors	Smith, John Kumar, Ashok
Overall GPA (NOTE: This is NOT your LIFE GPA)	3.483
Cultural Events	You have attended 21 of the 18 required Cultural Events
Earned Hours	123

<input type="checkbox"/> Bachelor of Arts	Catalog Year:
<input type="checkbox"/> Steps Towards Graduation	Still Needed: See <b>Graduation Status</b> section
<input checked="" type="checkbox"/> 2.0 GPA Requirement Met	
<input checked="" type="checkbox"/> Academic Standing: Good	
If not in Good Academic Standing then <a href="#">CLICK HERE</a> .	
<input checked="" type="checkbox"/> General Education Requirements Area I	
<input checked="" type="checkbox"/> General Education Requirements Area II	
<input checked="" type="checkbox"/> Language Proficiency	
<input type="checkbox"/> Major Requirements	
<input type="checkbox"/> Minor Requirements	
<input type="checkbox"/> Hours above 299	
<input checked="" type="checkbox"/> Minimum Hour Requirement for Degree	
<input checked="" type="checkbox"/> Cultural Events Requirement	





# PETITIONS FOR CULTURAL EVENT CREDIT

Students can petition for Cultural Event credit for other culturally significant experiences after high-school and/or during their college careers. These include:

1. **Off-campus events/site visits**

- Art galleries, historical tours, music festivals, etc.

2. **Travel experiences** (trips in U.S. and abroad)

- Study abroad programs, mission work, vacations, etc.

3. **Military service**

- Deployment and/or stationing in foreign countries



All Cultural Event petitions are to be reviewed by the **Cultural Events Committee** for consideration. Directions for submitting Cultural Event petitions can be found online, as well as the deadlines to submit the petition and Cultural Event Petition Meetings: <https://www.winthrop.edu/culturalevents/petition-process.aspx>

# TO BE CLEARED FOR GRADUATION

- THERE MUST BE NO PENDING ISSUES -

All coursework and other degree requirements **MUST** be completed:

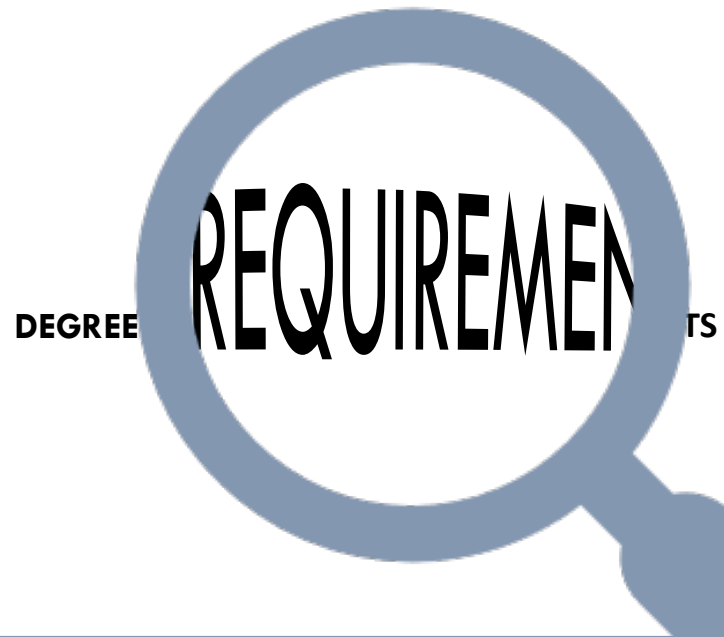
- ✓ All coursework must be completed and passed
- ✓ Cumulative GPA, Major GPA, Minor GPA
- ✓ Total hours toward degree
- ✓ Hours above 299
- ✓ All Cultural Events attended

# MISSING DEGREE REQUIREMENTS

All missing degree requirements must be completed by **Thursday, May 7<sup>th</sup>**.

Students must ensure that any needed academic petitions, course substitutions, and/or transcripts from other institutions are received by the Office of Records & Registration by this date. Failing to do so may result in a student not being cleared for graduation.

Students who are not cleared for graduation will not be able to participate in the Commencement ceremony on Saturday, May 9, 2020.



# CLEARING FOR GRADUATION

## - HOW WILL I KNOW WHEN I HAVE GRADUATED? -

Graduation clearing will begin on **Thursday, May 7<sup>th</sup>, 2020**. Once all final grades have been reported and students are successfully cleared for graduation, their graduation status will be checked off on Degree Works.



### Graduation Status

For more detailed information regarding Graduation Steps, please visit <https://www.winthrop.edu/recandreg/graduation-steps.aspx>

UNDERGRADUATE DEGREE AWARDED-May 2020.

We will notify students immediately if there are any issues clearing them for graduation (e.g., incomplete coursework or unmet degree requirements).

# LATIN HONORS

CUM LAUDE, MAGNA CUM LAUDE, SUMMA CUM LAUDE

Latin Honors will be awarded to students who complete all of their degree requirements with a final GPA of:

**Cum Laude**

**3.50 to 3.74**

**Magna Cum  
Laude**

**3.75 to 3.89**

**Summa Cum  
Laude**

**3.90 or higher**

# LATIN HONORS

- ALL UNDERGRADUATE COURSEWORK COUNTS TOWARDS LATIN HONORS -

In order to be eligible for Latin Honors, students who have completed coursework at another institution **MUST** have both of the following:

1. Required 3.5 GPA for all coursework completed at Winthrop University.
2. Required GPA for all coursework completed at Winthrop University PLUS that of all other coursework completed at another institution (whether those courses were transferred or not).

[Please Note: Courses taken at other institutions cannot raise a graduate to a higher level of academic honors.]

# TO FIND YOUR GPA FOR LATIN HONORS

- CHECK YOUR LIFE GPA IN WINGSPAN -

## Student Tools

ARMS  
 Degree Works  
 Directory Update  
 Eaglenest Housing  
 Enrollment Verification Request  
**Life/Honors GPA**  
 Name Change Request  
 Parking Permit Application  
 Print Activity  
 WU Alert Registration



On your **Wingspan** account, on the left side of the 'Home' page, click on 'Life/Honors GPA.'

College Information			Undergraduate Level Coursework				Remedial Term(s) Coursework				Total Coursework			
College ID	College Name	Transcript Received Dt	Earned Hours	GPA Hours	Quality Points	GPA	Earned Hours	GPA Hours	Quality Points	GPA	Earned Hours	GPA Hours	Quality Points	GPA
5989	York Technical College	05/19/2014	24	24	96	4					24	24	96	4
External College Total			24.000	24.000	96.00	4.000	0.000	0.000	0.00	0.000	24.000	24.000	96.00	4.000
AP/IB/Departmental Credit Total			0.000								0.000			
Winthrop UG Total			116.000	110.000	438.68	3.988					116.000	110.000	438.68	3.988
All College Total			140.000	134.000	534.68	3.990	0.000	0.000	0.00	0.000	140.000	134.000	534.68	3.990



There, at the bottom of the next page, you will find your **LIFE GPA**.

# HONORS RECOGNITION

Students who have completed coursework at other institutions but do not qualify for Latin Honors may still qualify for **Honors Recognition**.

Undergraduate transfer students who are ineligible for Latin Honors but complete all of their degree requirements with a final **Winthrop GPA of 3.75**

and who earn a minimum of **48 quality hours** (hours earned on a regular letter grade basis) at Winthrop University

will receive  
**Honors Recognition**



# HONORS PROGRAM DEGREE

Students who successfully complete the honors program, although they will receive a special recognition of their own, will not necessarily qualify for either Latin Honors or Honors Recognition unless they meet the GPA requirements.

# DISTINGUISHED AS HONORS RECIPIENT

## - COMMENCEMENT PROGRAM -

On the Commencement program, an **asterisk (\*)** will be printed next to your name if you are **ELIGIBLE** to receive Latin Honors. This information is based on your GPA/LIFE GPA from your most recent semester.

The Commencement programs are printed the month prior to graduation (before final grades are reported) and therefore are only based on the **EXPECTATION** that you will receive Latin Honors.

The day before the Commencement ceremony (on Friday), graduates who received either Latin Honors or Honors Recognition will receive an e-mail from the Office of Records & Registration.

# IMPORTANT ITEMS TO REMEMBER

## - THINGS TO DO DURING YOUR LAST SEMESTER -

### 1. REVIEW THE COMMENCEMENT WEBPAGE

- <https://www.winthrop.edu/recandreg/undergraduate-commencement-graduation.aspx>

### 2. COMPLETE SENIOR SURVEY

- You will receive an e-mail containing a hyperlink to the Senior Survey by the Monday prior to Commencement. The survey will take approximately 10-15 minutes to complete. Any questions about the survey should be directed to the Office of Assessment at 803/323-4576 or [assessment@winthrop.edu](mailto:assessment@winthrop.edu).
- [https://winthrop.qualtrics.com/jfe/form/SV\\_bQUKIDQIO0zg6Y5](https://winthrop.qualtrics.com/jfe/form/SV_bQUKIDQIO0zg6Y5)

# DO YOUR RECORDS AGREE WITH OURS?

- IF NOT, LET US KNOW! -

If you find that our records do not agree with yours, please:

- VISIT the **Office of Records & Registration** at 126 Tillman Hall
- CALL 803/323-2194
- EMAIL [recandreg@winthrop.edu](mailto:recandreg@winthrop.edu)

*we will be happy to assist you!*



# WHAT IS COMMENCEMENT?

A ceremony in which degrees or diplomas are conferred upon graduating students.



# COMMENCEMENT CEREMONY

- TIME & DATE -

The May 2020 Commencement ceremonies will take place on  
**Saturday, May 9<sup>th</sup>, 2020.**

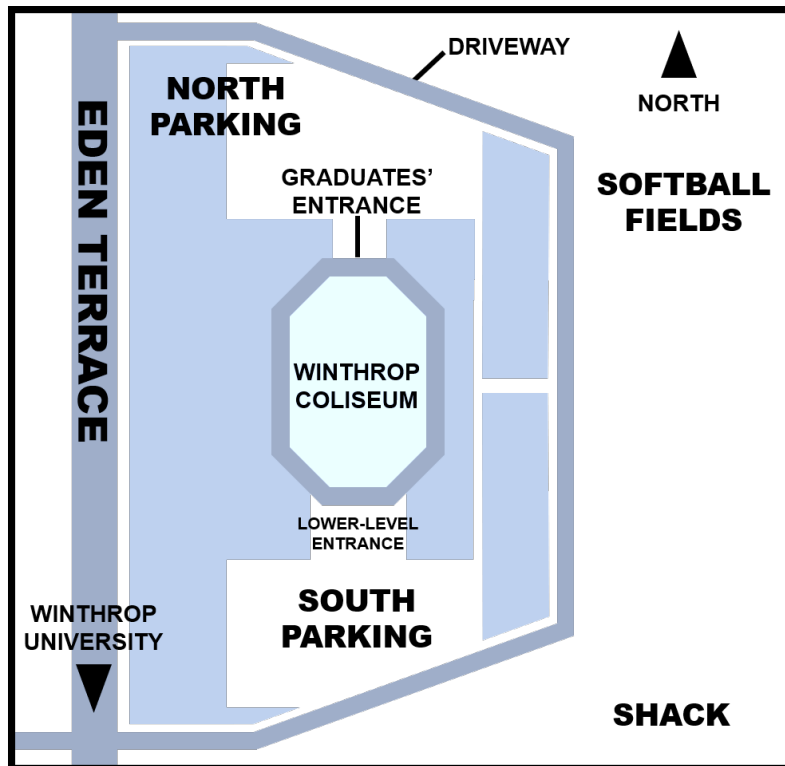
*There will be TWO undergraduate ceremonies:*

At **10:00 a.m.** on May 9<sup>th</sup>, degrees will be awarded to candidates from the:  
*College of Visual and Performing Arts*  
*College of Arts and Sciences*

At **3:00 p.m.** on May 9<sup>th</sup>, degrees will be awarded to candidates from the:  
*College of Business Administration*  
*Richard W. Riley College of Education*

# COMMENCEMENT CEREMONY

## - LOCATION & PARKING -



Commencement will take place at the Winthrop Coliseum at 1162 Eden Terrace, Rock Hill, SC 29730.

Graduates should park in the north parking lot. Campus Police will help direct you to the nearest available parking space.

Degree candidates must enter the coliseum through the north tunnel for check-in.

# COMMENCEMENT CEREMONY

## - INVITED GUESTS -

Each degree candidate is asked to invite no more than ten (10) guests to Commencement.

There are no tickets. Seating is on a first-come, first-serve basis.

Doors open at **8:30 AM for the morning ceremony** and **1:30 PM for the afternoon ceremony**. We ask that all guests be seated no later than 20 minutes before the ceremony.

Please ask your guests not to prolong their applause or cheering during the ceremony – we want every graduate's name to be heard.

Family and friends who are unable to attend Commencement may also watch a livestream of the ceremony on the Winthrop website.



# COMMENCEMENT CEREMONY

## - SPECIAL ASSISTANCE -

If **graduates** need special assistance in order to participate in the Commencement ceremony, they will need to notify the Office of Accessibility.

If **invited guests**, including elderly, need special assistance please notify the Office of Accessibility.

**Office of Accessibility**

**Bancroft Annex Third Floor**

**803/323-3290**

**Website:** <https://www.winthrop.edu/accessibility>

# ORDERING YOUR CAP & GOWN

## WHERE TO ORDER:

Caps and gowns will be available for order through the Winthrop Bookstore:

- 2020 Alumni Drive,  
DiGiorgio Campus Center  
Rock Hill, SC 29733  
803/323-3800

## EST. PRICE:

- \$54.00 without tax (Bachelors cap and gown)



## OLD CAPS AND GOWNS MAY BE WORN:

- Students are welcome to borrow and wear old caps and gowns to the Commencement ceremony.

# ACADEMIC REGALIA

## - WHAT TO WEAR -



Please wear **comfortable business attire**. Do not wear flip-flops, as this may be potentially dangerous.

All graduates must wear appropriate academic regalia during the Commencement ceremony. Please arrive dressed in your **cap and gown**, and don't forget your cap tassel – it is small and easy to lose! Caps may not be decorated. Any caps that are decorated will be taken away.

Graduates may wear only **CORDS AND STOLES** from Winthrop honor societies and student organizations.

Graduates who earn Latin Honors (e.g., Magna Cum Laude) and those who are awarded Honors Program degrees will receive cords from the Office of Records and Registration during check-in. All other cords (and stoles) are to be received from chapters advisor or department chair.

# COMMENCEMENT DAY

## - WHAT NOT TO BRING -

Do not bring anything 'extra' with you to check-in, as no storage will be provided for your items.

Do not bring anything that you cannot put in your pocket. If you bring a purse, make sure that it has a strap so that you can wear it under your gown if necessary.

# COMMENCEMENT

## - SOME THINGS TO KEEP IN MIND -

Commencement is a formal event of great significant to you, your family and friends, and your graduating class.

- *Please do not decorate or throw your graduation caps.*
- *Men will be asked to remove their caps during the singing of the National Anthem.*
- *Both graduates and guests should refrain from unruly, threatening, or disruptive behaviors during the ceremony.*

# COMMENCEMENT

- CHECK-IN AREA & TIME -

Graduates will need to check in before the ceremony.

Check-in is located inside the north tunnel of the Winthrop Coliseum.

**\*\*\*Graduates MUST come dressed in their caps and gowns.\*\*\***

# COMMENCEMENT DAY

## - CHECK-IN -

Graduates will check in at the tables for their respective colleges.

Check-in between **8:30 a.m. and 9:15 a.m.**

College of  
Visual &  
Performing  
Arts

College of  
Arts &  
Sciences

Check-in between **1:30 a.m. and 2:15 p.m.**

College of  
Education

College of  
Business  
Administration

There, they will receive their reader cards, which also lists their line-up numbers. Graduates **MUST NOT** lose or alter their reader cards.

For graduates with Latin Honors and/or an Honors Program degree, a note will be made on their reader cards and they will receive a cord to wear.

# COMMENCEMENT DAY

## - CARD READERS -

At check-in, you will receive a **reader card** that lists your name and seat number.

The name on your card will be read aloud during the ceremony.

If your name is difficult to pronounce, you can meet with the card reader prior to the ceremony at check-in.

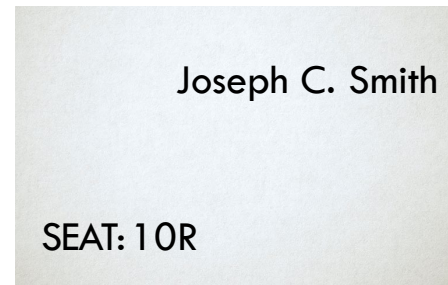




# COMMENCEMENT DAY

## - LINING UP FOR THE PROCESSION -

After check-in, graduates will line up in the east hallway based on the seat numbers listed on their **reader cards**.



There will be **signs in the hallway** to help direct you to your place in line. For example, if the seat number listed on your reader card is '10R,' look for the signs that read '9R' and '11R,' and place yourself in-between them in '10R.'

If you get confused, don't worry – several personnel will be there to assist you with finding your place in line.

Most importantly... **DO NOT LOSE OR ALTER YOUR READER CARD!**

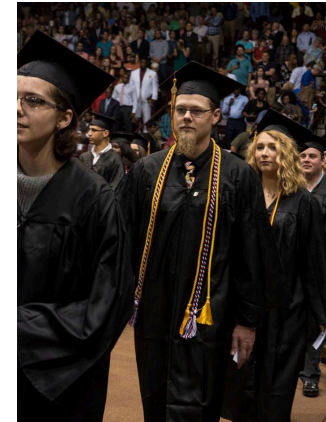
# COMMENCEMENT

## - THE PROCESSION -

The Commencement ceremony will begin promptly on the hour, so be sure to arrive early! It will start with the procession.

The procession will form two lines. Members of the procession will be in the following order:

- Platform party
- Faculty
- Degree Candidates



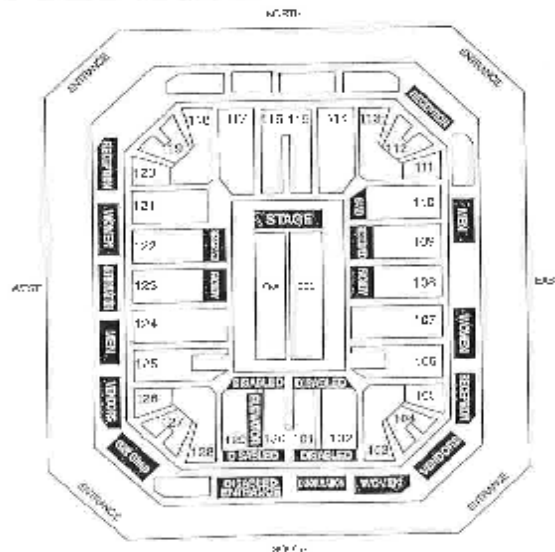
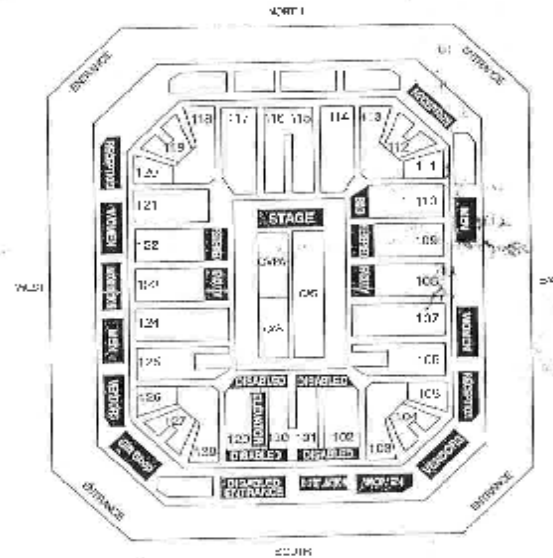
The procession will enter down the center aisle of the arena in two side-by-side lines, which will diverge at the stage. The graduates will be directed to their seats by the Student Marshals. Graduates should leave no empty seats between each other. Members of the procession and all guests will remain standing until after the singing of the National Anthem.

## Coliseum Floor Plan

### Undergraduate Arena Seating for 10 a.m. Ceremony

CVPA  
College of Visual and  
Performing Arts

CAS  
College of Arts and Sciences



### Undergraduate Arena Seating for 3 p.m. Ceremony

BA  
College of Business  
Administration

COE  
Richard W. Wiley  
College of Education

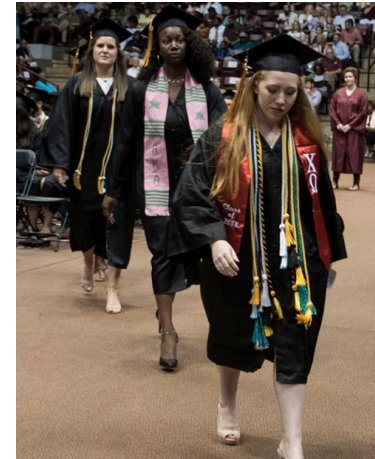
*Students seating is dependent upon the number of graduates in attendance and the distribution across the colleges. Final seating is not known until the day of the ceremony.*

# COMMENCEMENT

## - CONFERRING OF UNDERGRADUATE DEGREES -

**Academic Deans** will present the degree candidates from their respective colleges to the **Provost**.

The **Student Marshals** will usher the graduates to the stage.



# COMMENCEMENT

## - THE ANNOUNCING OF GRADUATES -

As graduates approach the stage, they should **hold their reader cards in their left hands**. When they reach the top of the ramp leading to the stage, graduates will give their reader cards to the reader.



After their names are announced, graduates will cross the stage, receive their **diploma covers** from the deans of their respective colleges, and shake hands with the Chair of the Board of Trustees and the President of the University.

Once all degrees are conferred, the **President** will instruct the graduates to move their tassels from the right side of their caps to the left side.

# COMMENCEMENT

## - PHOTOGRAPHY BY LIFETOUCH -

Professional photographers from Lifetouch will be taking photos during the Commencement ceremony.

Three photos will be taken of each graduate – one on the ramp entering the stage, one shaking hands with the President of the University and the other in front of the Winthrop logo at bottom of the ramp exiting the stage.

Photos will be available for purchase online. Lifetouch will contact graduates after the ceremony with more information.

*Lifetouch*<sup>®</sup>

**PHOTOGRAPHY FOR A LIFETIME<sup>®</sup>**



# COMMENCEMENT CEREMONY

## - THE FINAL PROCESSION -

After the singing of the Alma Mater, the platform party will exit the ceremony, followed by the faculty. The faculty will line-up down the middle aisle, making a 'tunnel' for the graduates to pass through. This is a good time to say goodbye to your professors!

The graduates, as directed by the Student Marshals, will exit the ceremony to pick up their diplomas in the diploma room behind the stage.



# COMMENCEMENT CEREMONY

## - DIPLOMAS -

Diplomas will be distributed based on last name. Find the sign with your first letter of your last name and go to that table to pick up your diploma.

When you receive your diploma, please ensure that your name is spelled correctly!

If you owe a balance to Winthrop University or if we have not yet received your final transcripts from another institution, you will not be able to pick up your diploma at the end of the ceremony.





# IF YOU HAVE AN ACCOUNT BALANCE - NO DIPLOMA -

If you have a balance, you will begin to receive e-mails (labeled 'YOU HAVE A BALANCE') in APRIL alerting you of the balance owed on your account.

Be sure to keep an eye on your account! Last-minute charges can be added to your account for things such as traffic tickets, printing charges, etc., so be sure to check your account frequently in April and beginning of May.

**(Wingspan > Account Summary and Payments > View Statement)**

## PAY BALANCE BY

MAY  
4<sup>th</sup>

# IF YOU HAVE AN ACCOUNT BALANCE - NO DIPLOMA -

**IF YOU HAVE A REMAINING BALANCE AFTER MAY 4th...** a diploma hold will be placed on your account. Your diploma and transcripts will be held until all balances are paid in full and your payment clears the bank.

**IF YOU PAY YOUR BALANCE AFTER MAY 4th...** pay only in cleared funds (debit/credit card, cashier's check from your bank, money order, or cash).

**DO NOT PAY BY CHECK AFTER MAY 4th...** as Student Financial Services is required to hold your diploma and transcripts until the check clears our bank. This might not be until AFTER Commencement!

If you have any questions or concerns about your account, please contact NOW

**Student Financial Services!**

They are located across from the Cashier's Office in 21 Tillman Hall and are open Monday through Friday, 8:30 – 5:00 PM.

# DIPLOMAS... IF YOU DO NOT ATTEND COMMENCEMENT CEREMONY

If you do not attend Commencement, your diploma can be **picked up** from the Office of Records and Registration at 126 Tillman Hall after 12:00 PM on the following Monday, May 11<sup>th</sup>.

Any diplomas that are not picked up by 5:00 PM on Friday, May 15<sup>th</sup> will be **mailed** to the graduate's permanent address.

**Please be sure that your permanent address on Wingspan is up to date!**



# WAS THIS HELPFUL?

- LET US KNOW! -

Please take a moment to complete this  
brief survey.

<https://bit.ly/WUMAY2020>



# Q&A SESSION

QUESTIONS?

- CONTACT US! -

Office of Records and Registration

126 Tillman Hall

[recandreg@winthrop.edu](mailto:recandreg@winthrop.edu)

803/323-2194