



AN OPEN MEMO REGARDING THE WINTER COMMENCEMENT CELEBRATION SATURDAY, NOVEMBER 20, 2021

NOTES TO GRADUATES

Date and Time: Saturday, November 20, 11:00 AM, The Gazebo

We will be hosting a Winter Commencement Ceremony on Saturday, November 20, 2021, 11 a.m. Social distancing and face coverings will be required by all in attendance. A livestream of the ceremony will be made available for those that are unable to join us in person.

Graduates must arrive by 10:00 AM to the Hutchins 24 Hour Room, Joan Weill Adirondack Library. Name cards, honor and veteran cords will be distributed at this time.

Caps and Gowns: Will be available for pick up in the Alumni Office, Phelps Smith Administration Building Room 213, during the week of November 8 through November 12. Hours for pick-up are 8:30 AM to 4:00 PM. If these hours do not meet your schedule, contact Heather Tuttle to make alternate arrangements. htuttle@paulsmiths.edu or (518)327-6253.

Slideshow: A slideshow will be created for the audience to view before the ceremony begins. Submit appropriate photos to Heather Tuttle (htuttle@paulsmiths.edu) before November 10, 2021.

Graduation/Participation in Commencement:

- Students **must** complete the Graduation Survey if they plan on participating in the Winter Commencement Celebration. Survey link was emailed to all students who are on the list prepared by the Registrar's Office. Students who have been invited to the Winter Celebration, but who plan to attend the Spring Celebration rather than Winter Celebration should still reply to the survey indicating their intention to attend in the spring. According to the official College policy, "*Students who have completed the graduation requirements, or have a cumulative grade point average of 2.0 or above and are within nine credits of completing graduation requirements, are permitted to participate in the ceremony.*"
- If you did not receive an email, check the list that is posted in both the Registrar's Office or in the Faculty Office in Pickett Hall. If your name is not included on the list and you think it should be, please contact your academic advisor as soon as possible.
- Because the Celebration is held prior to the end of classes and final assessments, Grade Point Averages may change when the grades are finalized.

Diplomas: Diplomas will be mailed to home addresses provided by students in Graduation Survey. Students do **not** receive diplomas at the ceremony.

Financial Obligations: Graduating students are reminded to complete all financial obligations with the Student Accounts Office prior to graduation. While all certified graduates may participate in the ceremony, some may not receive their diplomas because of unpaid balances. Please check with the Student Accounts Office to ascertain the status of your account. Hours are 9:00 AM - 4:00 PM, Monday through Friday. Diplomas will be mailed to home addresses provided by students in the survey questionnaire.