SCAD Commencement
Dear SCAD parent,

As Fall 2013 Commencement rapidly approaches, we offer our sincerest congratulations to you and your student for this accomplishment. What a milestone. What a momentous occasion.

Since 1981, commencement has remained a special occasion at SCAD, and it provides an opportunity for the university community as a whole to celebrate our students’ artistic and academic achievements. To accommodate the growth of SCAD, and especially the graduating class of 2013, we are planning commencement with singular care and innovation.

SCAD will hold the Presidential Conferment and Presentation of Degrees Ceremony at 9 a.m., Saturday, Nov. 23, 2013, at the Savannah Civic Center’s Johnny Mercer Theatre.

All graduates will participate in the ceremony and this inaugural fall commencement will have the pomp and circumstance for which SCAD is known including a collegiate commencement processional and remarks by a renowned guest speaker.

Each graduate will be afforded four tickets to the Presidential Conferment and Presentation of Degrees Ceremony.

In this booklet, you will find a master schedule of events for the day, including details of each ceremony, a map of the historic district of Savannah, a list of downtown hotels, a checklist for graduates and contact information should you have any questions about commencement.

We look forward to a memorable and successful Fall 2013 Commencement for all.

Sincerely,

Sam McCormick
Director of Events
SCHEDULE OF CEREMONIES

FRIDAY, NOV. 22, 2013

2 p.m.  Fall 2013 Commencement student rehearsal
        Savannah Civic Center, 301 W. Oglethorpe Ave.
        Johnny Mercer Theatre

SATURDAY, NOV. 23, 2013

8 a.m.  Doors open for Presidential Conferment and
        Presentation of Degrees Ceremony
        Savannah Civic Center, 301 W. Oglethorpe Ave.
        Johnny Mercer Theatre

9 a.m.  Presidential Conferment and Presentation of Degrees Ceremony
        Savannah Civic Center, 301 W. Oglethorpe Ave.
        Johnny Mercer Theatre
CEREMONY INFORMATION

Presidential Conferment and Presentation of Degrees Ceremony
Saturday, Nov. 23, 2013, 9 a.m.
Savannah Civic Center, Johnny Mercer Theatre

GUEST ENTRANCE AND SEATING

Guests may enter the Savannah Civic Center through the Liberty Street or Montgomery Street entrances. Guests and graduating students will not be allowed to hold or reserve seats. Tickets are required.

DISABILITY ACCESS

Handicapped-accessible seating is available if your guest requires special accommodations for a disability. Contact Kelly McCabe at 912.525.5224 or kmccabe@scad.edu to make arrangements. Individuals requesting this accommodation will be issued a special seating ticket as part of the four tickets allocated to each graduating student. Because of limited handicapped-accessible seating, only one person may accompany the individual in the designated seating area.

A designated handicapped-accessible parking area is available on a first-come, first-served basis. A state-issued handicapped sticker or parking permit is required.

Please reserve designated seating and parking areas for individuals truly requiring accommodation.

COMMENCEMENT TICKETS

Seating is limited inside the Johnny Mercer Theatre, and each graduating student participating in Fall 2013 Commencement will receive four tickets. Guests must present a ticket for entrance to the ceremony. For guests without tickets, the ceremony will be broadcast simultaneously on the SCAD website at scad.edu/commencement.

Students must complete their graduation applications and all graduation requirements before they can pick up Fall 2013 Commencement tickets. Please refer to the checklist on Page 6 for graduation requirements. Tickets will be provided only to students participating in the ceremony.
COMMENCEMENT INFORMATION

TICKET PICKUP
Commencement tickets can be picked up 10 a.m. to 5 p.m., Nov. 11-21, at the Trustees Theater box office, 216 E. Broughton Street, Savannah, Georgia. Tickets will be issued only to graduating students, who must show a valid SCAD ID at the time of pickup.

CONCESSIONS
Light refreshments will be available for purchase in the Savannah Civic Center lobby. Please note that graduates will not be allowed to carry food or drinks into the designated seating area for the ceremony.

COMMENCEMENT PROGRAMS
A commencement program listing the names of all graduates will be placed on each graduate’s seat. Guests will receive a program as they enter the Johnny Mercer Theatre.

DIPLOMAS/TRANSCRIPTS
Diplomas will be mailed to the graduates at their diploma mailing address. Please ensure your graduate updates their diploma address on their graduation application. Diplomas will be mailed six to eight weeks after graduation.

CAP AND GOWN
Cap and gown orders were due Oct. 18. Contact Herff Jones if your student has not yet made arrangements for a cap and gown for Fall 2013 Commencement. A SCAD representative for Herff Jones may be reached at 912.764.9314 or https://collegegrad.herffjones.com. Graduation announcements and class rings are also available from Herff Jones.

Caps and gowns can be picked up by students:
Thursday, Nov. 21  11 a.m. to 5 p.m.  Oglethorpe House ballroom
Friday, Nov. 22  11 a.m. to 5 p.m.  Oglethorpe House ballroom
ELEARNING
SCAD eLearning candidates may participate in Fall 2013 Commencement. To participate, eLearning candidates should follow the procedures for undergraduate and graduate students.

PHOTOGRAPHY
Grad Images, Inc. will photograph all students as they accept their diplomas. A passport-sized photo proof and order form will be sent within 30 days of commencement to the address provided during commencement rehearsal. For additional information, visit gradimages.com or call 800.261.2576.

WEBCAST
Fall 2013 Commencement will be webcast simultaneously and can be accessed at scad.edu/commencement.

VENUE POLICY
We have implemented the following policies to ensure the comfort of all of guests during the commencement ceremony. Bags are not allowed inside the Savannah Civic Center. Students will be permitted to check their keys prior to the start of the ceremony but no additional storage or check-in will be provided.

Designated stroller parking areas will be located outside the Savannah Civic Center entrances. These areas will be monitored by a security representative for the duration of the ceremony.

Please plan accordingly and thank you for your cooperation. Contact events@scad.edu if you have specific questions.
GRADUATION CHECKLIST

Students who have completed all requirements and coursework by the end of fall quarter 2013 may participate in Fall 2013 Commencement. The following checklist is your guide to ensuring all graduation arrangements are complete.

Your student should have already contacted his or her graduation auditor to confirm the following information:

- GPA Requirements for graduation have been met.
- Completed graduation application has been submitted to the registrar's office. Graduation applications should be submitted for review two quarters prior to the quarter a student expects to graduate.

**Application Deadlines**

<table>
<thead>
<tr>
<th>Applications</th>
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<tbody>
<tr>
<td>Fall 2013</td>
<td>June 24</td>
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<tr>
<td>Winter 2014</td>
<td>Jan. 10</td>
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<td>Spring 2014</td>
<td>March 28</td>
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<tr>
<td>Summer 2014</td>
<td>June 27</td>
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- Correct local and permanent student addresses are on file.
- Cap and gown ordered from Herff Jones by Oct. 18.
- Check with the following departments to ensure all accounts are clear.
  - Student financial services office: 912.525.6104 or sfs@scad.edu
  - Jen Library: 912.525.4700
- Confirm with registrar's office that all graduation requirements have been met.
  - Registrar’s office: 912.525.6136 or registrar@scad.edu

For additional information, please visit the SCAD Graduation Blog at blog.scad.edu/graduation. Contact the registrar's office with specific questions.
PARKING

Parking at the Savannah Civic Center is reserved for students participating in Fall 2013 Commencement and their guests. Additional overflow parking is available at City of Savannah parking garages. Carpooling is encouraged.

Robinson Garage
Open 24 hours a day/seven days a week
Cost is $3 per day.
A SCAD Shuttle will be available to transport guests from the Robinson Garage to the Savannah Civic Center.

Liberty Street Garage
Monday-Friday: 6 a.m. to 1 a.m.
Saturday: 5 a.m. to 3 a.m.
Sunday: 5 a.m. to 1 a.m.
Cost is $5 per day (event rate charged by the City of Savannah).
# ACCOMMODATIONS

## Historic downtown
- **Comfort Suites**  
  630 W. Bay St.  
  912.629.2001
- **Four Points By Sheraton**  
  520 W. Bryan St.  
  912.790.1000
- **Springhill Suites Historic**  
  150 Montgomery St.  
  912.629.5300
- **Doubletree Hotel**  
  411 W. Bay St.  
  912.790.7000
- **Inn at Ellis Square**  
  201 W. Bay St.  
  912.236.4440

## Midtown
- **Hilton Garden Inn**  
  Midtown  
  5711 Abercorn St.  
  912.652.9300