



Instructions to the Graduating Class...

OHIO STATE ATI SPRING QUARTER COMMENCEMENT 2000

11:00 A.M., JUNE 10, 2000

**FISHER AUDITORIUM
OARDC**

Name _____

Your Number _____

(indicates place in processional)

If you will be unable to take part in commencement on June 10, please turn to the section titled, "Unable to Attend Commencement," in this brochure for the procedure to follow in order to obtain your diploma.

If you plan to participate, please bring this brochure to rehearsal and commencement.

GENERAL INFORMATION

Commencement will be held Saturday, June 10, 2000 in Fisher Auditorium at The Ohio State University Agricultural Research and Development Center (OARDC). The ceremony will begin at 11:00 a.m. with a reception for graduates and their family members preceding at 9:30 a.m. in Café Carmen.

THINGS YOU SHOULD DO EARLY

1. For those graduates who may wish to make hotel or motel arrangements for parents and guests attending commencement, reservations can be made at one of several nearby hotel/motels such as Amerihost East, Amerihost North, Econo Lodge, Hampton Inn, Wooster Best Western, and the Wooster Inn.
 2. Check the diploma list posted by the Office of Academic Affairs **now**. Your name and degree will appear on your diploma exactly as they appear on this list. Check for accuracy! If there is an error, notify the Office of Academic Affairs **immediately**.
 3. Make arrangements for your cap and gown. All graduates are expected to wear the traditional academic caps and gowns. No cap or gown – **no participation!** Candidates for degrees at The Ohio State University wear the black mortar board with maize colored tassel which is distinctive to agriculture. Caps and gowns can be purchased from the Ohio State ATI bookstore. Cost of cap, gown, and tassel is approximately \$25.00.
 4. Resolve any financial or other obligations which have caused a hold to be placed on your record.
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REHEARSAL DAY INSTRUCTIONS

- ◆ Attendance is required.
- ◆ Thursday, June 1, 2000
 1. Assemble promptly at 2:00 p.m. in Fisher Auditorium. Bring this brochure with you.
 2. General instructions will be given at that time. Your place in the processional line is indicated by the number on the front cover of this brochure. The Faculty Marshals will assist with the lineup. **Do not wear caps and gowns at rehearsal.**

COMMENCEMENT DAY INSTRUCTIONS

- ◆ Saturday, June 10, 2000
 1. Plan to arrive at the campus by 10:30 a.m.
 2. Allow extra time if you have a guest who needs help with the steps or needs to be escorted to a seat.
 3. Assemble promptly at 10:45 a.m. in the South Exhibit area of Fisher Auditorium.
 4. Wear tassel on the right.

THE CEREMONY

During the ceremony, which will last about one hour, the Faculty Marshals will provide directions. Please listen carefully to their signals.

1. The prelude will begin at 10:30 a.m.
2. The processional will enter the auditorium promptly at 11:00 a.m. Suggested dress: men wear shirts and ties and women have white collars with their gowns. **Please be seated as soon as you reach your proper seat.** The number on the cover of this brochure indicates your seat number.

3. Invocation: All men remove their caps.
4. Comments by the Director
5. Faculty Challenge
6. Student Address
7. Outstanding Faculty Awards
8. Commencement Address
9. Conferring of Degrees – the Assistant Director will ask the graduates to rise and will present them to the Director. After the Director's response, please be seated.
10. Awarding of Diplomas – graduates will rise by rows at the Faculty Marshal's signal and move across the stage to receive their diploma as each name is called. After all names are called, the graduates are to move their tassels from right to left in unison. Special Honors will be announced as each individual's name is called. The criteria for honors is to be in the top ten percent of the class with a minimum 3.7 GPA. While it is not likely that any graduate will receive the wrong diploma, if this happens, take the diploma to the South Exhibit Area **immediately after the ceremony.**
11. Benediction – all men remove their caps.
12. Recessional – please stand while faculty leave. The graduates will follow the faculty.

INSTRUCTIONS FOR GRADUATES UNABLE TO ATTEND COMMENCEMENT

1. Check the diploma list posted by the Office of Academic Affairs now. Your name and degree will appear on your diploma exactly as they appear on this list. **Check for accuracy.** If there is an error, notify the Office of Academic Affairs **immediately.**

 2. Please notify the Office of Academic Affairs if you will not be attending the commencement ceremony. This information is essential for you to receive your diploma.
 - A. If you will be living **outside the Wooster area** after graduation, your diploma will be mailed to you. Be sure to indicate a complete mailing address which you are certain will be valid after commencement, as this package cannot be forwarded. Diplomas will not be mailed to graduates residing in the Wooster area.

 - B. **You may pick up your diploma in person.** Come to the Office of Academic Affairs any time Monday through Friday, 9:00 a.m. to 4:00 p.m. after commencement.
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OHIO STATE ATI ALUMNI SOCIETY

Welcome, Class of 2000, to the ranks of Ohio State ATI alumni.

The Institute asks of you two things: that you make the best life possible with your education and that you continue to support Ohio State ATI. In order to keep you informed, the Institute extends to you a membership in The Ohio State University Agricultural Technical Institute Alumni Society, the official alumni organization.

The Ohio State ATI Alumni Society was formed in 1974 by members of the first graduating class. The constitution states that graduates, faculty, and staff of Ohio State ATI are eligible for membership in the Society.

The Alumni Society provides a vehicle for communication about alumni, the Institute and its activities, and technical development and growth in each field. It has a newsletter, an annual banquet, a summer golf outing, a fall OSU football brunch, and various meetings at ATI during the year.

Our alumni office will maintain a file which has your name, occupation, and address. Please keep us informed of your current home and business address.

We want you to be proud of your Institute, to consider its needs and work for it. Alumni before you have helped to make this Institute what it is today through their devoted interest and we hope you will do the same. Please keep in touch. Our best wishes go with you in your endeavors.

Ella Copeland

Tom Zimmerman

Ohio State ATI Alumni Advisors

YOUR ACADEMIC RECORD AND TRANSCRIPTS

As a graduate of The Ohio State University, your academic record remains in the permanent University files. Many of you will probably request certified copies of your record, or transcripts as they are normally called, for various purposes.

In order for you to have a final opportunity to review your permanent record, a "sample" copy (similar to the transcript) will automatically be prepared for you and addressed to you at your home address approximately two weeks following commencement.

If you wish a transcript to be mailed, please notify the transcript division in writing: The Ohio State University, Office of University Registrar, 320 Lincoln Tower, 1800 Cannon Drive, Columbus, OH 43210-1230.

Your request should include the following: full name(s) under which you were registered; your social security number, your date of birth; your most recent date of attendance; and \$5 for each copy requested in check or money order payable to The Ohio State University (all University fees are subject to change.)

Steven M. Neal

Interim Assistant Director, Academic Affairs

