

AUBURN HILLS GRADUATION & COMMENCEMENT INFORMATION

Students must complete a graduation application in order to officially graduate from Baker College. The application is required *regardless* of participation in the annual commencement ceremony. Applications are processed by the Registrar; payments are made in the Business Office. Questions regarding the graduation ceremony (commencement) should be directed to the Career Services office.

- **Graduation:** to be granted an academic degree or diploma. This occurs quarterly.
- **Commencement:** the *ceremony* for conferring degrees or diplomas. This occurs annually, on the last Saturday of the spring quarter.

Students must apply for graduation early in the quarter in which they will finish **all** requirements (including the work experience requirement). Please observe the following deadlines for the Auburn Hills campus:

QUARTER OF COMPLETION: APPLICATION DUE DATE

Fall 2009: **October 16, 2009**

Winter 2010: **January 29, 2010**

Spring 2010: **April 23, 2010 ****

Summer 2010: **July 16, 2010**

➤ *Summer graduates wishing to participate in the annual commencement ceremony must apply by the spring deadline.*

******* Please go to www.baker.edu/graduation to apply online. *******

Allow 10-15 minutes to complete the form. It may be helpful to have the following information before starting the application:

- U.I.N. (student number)
- The quarter in which **all** requirements will be completed, including internship, externship, co-op, clinicals or other work experience. Please contact your dean, academic advisor or the registrar if uncertain. (This is your quarter of graduation.)
- Employment information, including employer name, mailing address and telephone number, as well as your month and year of hire.
- Height and weight (if you choose to participate in the annual commencement ceremony). This information is used for ordering gowns.

If this is your first Baker degree, then a one-time \$50 graduation fee will be applied to your student account. The fee is \$50 whether you participate in the commencement ceremony or not. No additional costs are required of commencement participants. You will not have to pay again for other Baker degrees. (You do have to submit an application for every degree, however.) **DIPLOMAS AND TRANSCRIPTS WILL NOT BE RELEASED UNTIL PAYMENT HAS BEEN RECEIVED.** Please call or stop by the Business Office with payment questions. Business office: (248) 276-8211.

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Diploma Availability:

Diplomas will be mailed to the address on file approximately 12 weeks after the end of the final quarter. Please be sure the college has accurate mailing information. If proof of graduation is required prior to diploma arrival, contact the Academic office at (248) 276-8224 for an official transcript. Diplomas and transcripts will not be released until account balances are paid. *Please contact the Business office at (248) 276-8211 to make payment arrangements.*

Financial Aid Exit Interview:

Attention Financial Aid Recipients: Graduates must complete an Exit Interview by attending an Exit Interview session (by meeting with a Financial Aid officer) or completing the online version. To complete the online version, go to www.baker.edu/loans, select 'ENTRANCE OR EXIT LOAN COUNSELING' and then select 'CAMPUS'. The Financial Aid office will receive notification when your exit interview has been completed. *Questions? Please contact the financial aid office at (248) 276-8252.*

Career Assistance:

Career Services provides job search assistance to alumni and students in their last quarter. Please contact Career Services to submit a current résumé and schedule an appointment with a coordinator. Additional information can be found online at www.auburnhills.baker.edu → Departments → Career Services.

College Rings and Graduation Announcements:

Information and order forms are available online. Please see www.cbgrad.com for announcements. For rings, please see www.balfour.com or call (248) 689-4445.

Commencement:

- **DATE:** Commencement is held once per year for all current year graduates. The ceremonies on **Saturday, June 12th, 2010** will include graduates from Fall 2009, and Winter, Spring and Summer 2010. Graduates are assigned to the afternoon or evening ceremony by major. **3:00 pm: Business, Education and Human Services. 6:00 pm: Health Sciences and Technical (including Graphic Communication).**
- **PARTICIPATION:** Students who will complete their program during the summer quarter may participate if enrolled for all remaining classes. Summer graduates who are not enrolled for all remaining requirements may be denied participation.
- **LOCATION:** The ceremony is held at The Apostolic Church of Auburn Hills, on Squirrel Road just north of Tienken Road. The address is 3655 N. Squirrel, Auburn Hills, 48326.
- **REGALIA:** Cap & gown distribution days are 1-2 weeks prior to the ceremony. Tickets, honor cords (if eligible) and all remaining information will also be distributed at that time. **Cap & Gown Distribution Days: Wednesday, June 2nd and Tuesday, June 8th in the All-Purpose Room (next to the bookstore).**
Hours: 10:00 AM – 7:00 PM.
- **ATTIRE:** Commencement Day is a proud occasion; please dress to impress! Jeans, shorts, t-shirts, flip flops, casual sandals and athletic shoes are not appropriate.
- **TICKETS:** Graduates will receive ten (10) tickets. Those who need additional tickets are encouraged to network among themselves. *The Career Services office is unable to provide extra tickets.*
- **PHOTOGRAPHS:** The proofs are emailed approximately 2-3 days after the ceremony. A hard copy of the proofs, along with an ordering sheet, will be mailed to your home within 2 weeks of graduation. Orders must be placed through Graduation Foto Company. Contact information for Graduation Foto: www.graduationfoto.com or (734)677-3400.
- **FLOWERS:** CommencementFlowers.com will provide fresh flowers for purchase at the ceremony. Pre-orders are possible by clicking the following link: <http://www.commencementflowers.com/index.php?id=BCAH1>.
- *Be proud of yourself & enjoy your day. Congratulations!*

www.auburnhills.baker.edu → Departments → Career Services → Graduation Information

Still have commencement questions? Contact Career Services: (248)276-8216 or wendy.anderson@baker.edu.