Commencement Packet
Dear Class of 2017,

Welcome to your senior year! You are now kings and queens of the Hill(top). Congratulations!

Graduation is just around the corner, but there are many steps to take to get to that magical day. This Commencement Packet is designed to walk you through that process step by step along the way. Each step is imperative to make sure you are able to participate in commencement with happy family and friends.

In addition to reading this document, please be sure to keep in touch with your advisor in the Undergraduate Program. Do not hesitate to reach out with questions.

We look forward to helping you through a successful senior year. Hoya Saxa!

Best wishes,

The Undergraduate Program Office - Deans/Advisors

Last name A-C: Deborah Coburn
Last name: D-F Monija Amani
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Last name: L-N Laura Soerensson
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Your Senior Year – What Do I Do, And When?

Step 1: Complete your senior clearance with your dean. You will be invited to schedule a 20 minute appointment with your dean. ALL senior clearances, regardless of graduation date, **MUST BE COMPLETED BY OCTOBER 31, 2016**. Students will **NOT BE ALLOWED TO REGISTER FOR SPRING 2017** unless this process has been completed!

Step 2: Apply to graduate in MyAccess—**VERY IMPORTANT**!! (Please see instructions on page 7). Your name will NOT appear in the graduation program if you do not fill-in the required information in the “Apply to Graduate” link. Declare (or delete) your major(s) and minor(s) if you haven’t already. **The deadlines to apply to graduate are:**

- December grads: October 31, 2016
- May grads: October 31, 2016
- August grads: June 1, 2017

Step 3: November 7-19, 2015: Pre-register for spring 2017

Step 4: March: Laura Soerensson sends you a survey via email where you will upload an audio file with the pronunciation of your name for the commencement ceremony.
Step 6: March 1, 2017: Last chance to indicate if you will have guests at graduation that will require wheelchairs. Please email Laura Soerensson at les101@georgetown.edu.

Steps 7: April/May 2017: Pick up honors cords, etc. at the Dean’s office in Hariri 120.

Step 8: Invite friends and family members to Tropaia (if applicable – May 19, 2017 at 10AM) and Commencement (May 20, 2017 at 3PM).

Step 9: On May 20, 2017, walk across the stage, smile and wave – you are a college graduate!

Each step is imperative to make sure that you get your diploma in hand with happy family and friends.

**Checking Your Degree Audit**

Your degree audit is your guide to completing your graduation requirements. The audit reflects classes that are completed, in progress and outstanding, showing you how close you are to completing the requirements for your Bachelor of Science in Business Administration degree. It is also the tool that your academic advisor uses to ensure that you have met all of the requirements to graduate. If your degree audit does not accurately reflect the work you have completed during your college career, you may be prevented from graduating. So, PLEASE check your degree audit for accuracy!!

To review your degree audit:

1) Go to [https://myaccess.georgetown.edu/](https://myaccess.georgetown.edu/)
2) Click on MyDegree.

*Check your audit to:*

- Make sure any and all AP credits, IB credits, credit from non-Georgetown universities or study abroad credit appear on your audit.
- Make sure all majors, minors and/or certificates appear correctly.
- Make sure your graduation date (at the top of the audit) is correct.
3) Contact your academic counselor in the McDonough Undergraduate Program Office if something is amiss.

How to Read Your Degree Audit

1) McDonough Requirements
First, it helps to have an understanding of the McDonough degree requirements. They are as follows:
- 40 three-credit classes and 120 credits, are needed to graduate.
- This is broken down into:
  - 18 liberal arts (non-McDonough) classes
  - 12 Business Core (McDonough) classes
  - 5 Major (McDonough) classes
  - 5 free electives (can be McDonough or non-McDonough) (will be seen in your course list at the top).

2) Open your degree audit at https://myaccess.georgetown.edu/.
When looking at your degree audit, you will see four-to-five sections.

- **Section 1: Course Count.** This first section lists all classes you have taken. At the bottom of this section, it will list in bold the number of courses still needed to be completed to reach the 40-course count, not including what is already in progress.

- **Section 2: Liberal Arts.** This section lists the liberal arts requirements and shows which requirements have already been satisfied (check mark), outstanding (in ink) or are in progress (~ mark in blue).
Section 3: Business Core. This section lists the business core requirements and shows which requirements have already been satisfied (check mark), outstanding (in pink) or are in progress (~ mark in blue).

Section 4: Major. This section lists the student’s primary major and shows which requirements have already been satisfied (check mark), outstanding (in pink) or are in progress (~ mark in blue).

Free Electives: free electives appear in the Course Count section and simply count towards the 40 three-credit courses needed to graduate.

If there is an additional major, minors or certificates that are in progress, they will also show up as individual sections below the student’s primary major. If there is no section for a major, minor or certificate that should appear, then
the student has not yet completed the paperwork to declare the major, minor or certificate.

3) AP, IB and Transferred Credits
Any credit earned through AP exams, IB credit or at non-Georgetown institutions will appear in the degree audit. If these credits are not appearing in your audit, **CONTACT YOUR ACADEMIC COUNSELOR IMMEDIATELY!!** It takes time to gather the official documents needed (score reports, transcripts, etc.) to enter the credit it.

**Graduation Application**
In order for students to participate in commencement ceremonies, to receive a diploma and to have their name appear in the commencement program, students MUST fill-in the required information in the apply to graduate link in MyAccess. The deadlines to apply to graduate are as follows:

- December grads: October 31, 2016
- May grads: October 31, 2016
- August grads: June 1, 2017

Prior to applying to graduate:
- Please complete any additions or deletions of majors and minors via paper forms. If you are changing your major or minor, be sure to review your Degree Audit again with your assigned dean/advisor).
- Be certain that there are no pending courses in your Degree Audit. If there are, please meet with your assigned advisor to discuss completion of these courses.

To apply to graduate:
1. Log onto MyAccess
2. Click on the “Student” link, then “Student Records” and finally “Apply to Graduate”
3. When completing your application, please be sure that your name, as well as all majors and minors are accurately reflected. On the diploma tab, include all applicable suffixes (e.g., Jr., III, IV, etc.) when completing your diploma name. Please include any special characters, accents, or diacritics in your for your name when completing your
application in MyAccess. In addition, please inform your advisor by October 31st, so that we can track the correct spelling on your diploma.

Your diploma will be available in May after the graduation ceremony.

If you have any concerns about your MyDegree status (e.g., a section is red, transfer credits are missing, etc.) please see one of the deans immediately. We look forward to seeing you at graduation!

**Commencement Weekend**
Commencement will be here before you know it! Very soon, your family and friends will begin asking you about graduation, what day it’s on, where they should stay, etc. Here are the basics:

Senior Convocation: Thursday, May 18, 2017 at 2:00 PM
Tropaia: Friday, May 19, 2017 at 10:00 AM

Georgetown McDonough Baccalaureate Commencement:
Saturday, May 20, 2017 at 3:00 PM

There is a wealth of information on the [Georgetown University Commencement website](http://www.georgetown.edu/).

**Tropaia**

The word “tropaia” is an ancient Greek word which refers to a monument celebrating a military victory. Usually these trophies were constructed of wood, though sometimes of...
bronze, and they were often decorated with captured weaponry. The word in the context of today’s Tropaia Exercises means “trophies” or “awards.”

Today, Tropaia is the ceremony held by the various Georgetown University colleges to honor those who have achieved academic success, as defined by Latin Honors. To qualify for Latin Honors, your cumulative GPA must fall in one of the following ranges *(please note that we do not round up)*:

- GPA of 3.638 – 3.726: Cum Laude
- GPA of 3.727 – 3.899: Magna Cum Laude
- GPA of 3.900 – 4.000: Summa Cum Laude

*Please note that beginning with the Class of 2017 (this includes August 2016 graduates), Latin Honors will be granted on the basis of percentages. The specific percentages are below:*

- The lowest grade point average (GPA) of the top five percent (5.000%) of the previous year's graduating class will be used to determine the GPA needed by the undergraduate students of the next graduating class to graduate Summa Cum Laude.
- The lowest GPA of the next ten percent (i.e., the top 15-5.001%) of the previous year's graduating class will be used to determine the GPA needed to graduate Magna Cum Laude.
- The lowest GPA of the next ten percent (i.e., the top 25-15.001%) of the previous year's graduating class will be used to determine the GPA needed to graduate Cum Laude.

Those students who have a *final* cumulative GPA of 3.638 or above are invited to attend Tropaia Exercises, as well as those students who are nominated by their faculty members for department (major) awards. It is at this ceremony where the salutatorian and valedictorian are announced with the valedictorian giving his/her address. Additionally, faculty members who have been nominated by both the school and students will receive awards at this celebration as well.

The 2017 Tropaia Ceremony will take place on Friday, May 19, 2017 at 10:00AM. Those students invited to attend will receive notification in early April.
FAQs

TICKETS

**Question:** Do I need tickets for my guests for Senior Convocation, Tropaia or Commencement?

**Answer:** Tickets **ARE NOT** necessary for Tropaia Exercises (5/19) or McDonough Commencement (5/20).

Tickets **ARE** necessary for Senior Convocation. Each student will be required to sign up for tickets in early spring 2017. An email will be sent out late March/early April with more information on ticket signup and pickup from the Provost’s Office.

COMMENCEMENT

**Question:** Where is commencement held?

**Answer:** Commencement will take place on Healy Lawn on **Saturday, May 20** from 3:00 p.m.-4:30 p.m. (rain site: McDonough Arena). A reception will follow at Hariri on the PwC Esplanade (the patio outside of Shea Commons).

**Question:** What happens if it rains?

**Answer:** Once the rain call is made by the University, the McDonough School of Business website will be updated. Students and family members may also contact the Georgetown University weather line at 202-687-7669. In addition, the rain call information will be posted on the Commencement website at [http://commencement.georgetown.edu/](http://commencement.georgetown.edu/)

**Question:** When do I get my diploma?

**Answer:** Diplomas will be distributed after the Commencement ceremony at the Hariri building.
**Question:** How do I know if I’ve earned Latin Honors (cum laude, magna cum laude or summa cum laude)?

**Answer:** Degrees are conferred with honors based on the student’s final cumulative grade-point average. Honors are conferred as follows:

- GPA of 3.638 – 3.726: Cum Laude
- GPA of 3.727 – 3.899: Magna Cum Laude
- GPA of 3.900 – 4.000: Summa Cum Laude

GPAs are calculated to three decimal places and are not rounded up.

**Question:** Who will the speaker be?

**Answer:** The Georgetown University Office of Communications announces the names of commencement speakers for all Georgetown ceremonies approximately one week prior to Commencement Weekend.

**Question:** Where and when can I pick up my cap and gown?

**Answer:** Regalia (cap and gown) can be purchased and picked up from Georgetown Bookstore on the second floor of Georgetown University Bookstore during Senior Parents Weekend in February. If students are unable to purchase their academic regalia in February, then they must do so in the week prior to commencement in May at the bookstore.

**Question:** What does the hood look like?

**Answer:** The outside trim is a bright gold color; and the inside lining is the Georgetown blue and grey colors. Please note the hood should hang on your left arm.
**Question:** Is there a rehearsal I have to attend?
**Answer:** There is no rehearsal.

**Question:** I have guests who need wheelchairs/special seating. How do I arrange that?
**Answer:** Graduates may reserve special wheelchair seating. The guest who requires special accommodation is allowed to be accompanied by only one family member. Additional family members should plan to sit in the general-seating area. To request special seating please email Laura Soerensson at les101@georgetown.edu.

**PARKING**

**Question:** Where should my family and friends park?
**Answer:** During Commencement Weekend, families and visitors are strongly encouraged to travel to campus by taxi. A very limited number of daily parking spaces are available in the Southwest Garage for guests. Please visit the university’s [commencement website](#) for more information on parking options and cost.

**TROPAIA**

**Question:** What GPA do I need to qualify for Latin Honors?
**Answer:** To qualify for Latin Honors, your GPA must fall in one of the following ranges:

- GPA of 3.638 – 3.726: Cum Laude
- GPA of 3.727 – 3.899: Magna Cum Laude
- GPA of 3.900 – 4.000: Summa Cum Laude

- GPAs are calculated to three decimal places and are **not** rounded up.
**Question:** How will I know if I’m invited to Tropaia?

**Answer:** Any student with a GPA of 3.638 or above is welcome to attend Tropaia Exercises in May. Invitations will be sent in April via email. Students may bring as many family and friends as they like.