2015 Graduation FAQ  
Center for Adult Learning & Leadership

**When does graduation take place?**
CCU degrees are awarded three times a year, in August, December and May. Only one commencement ceremony is held and that is done in May. August and December graduates are encouraged to participate in the May commencement ceremony but attendance is not required. May graduates are required to attend commencement ceremonies.

The CALL graduation is at **6:30 pm on Saturday, May 16, 2015**. Graduates are required to be ready for the processional lineup by 6:00 pm.

**Where does graduation take place?**
CALL commencement is held in the Chapel in the Worship Ministry Building.

**Am I required to attend graduation?**
Yes. CCU views Commencement as a special sending out of graduates into service in God’s Kingdom. May graduates are required to attend Commencement services. August and December graduates are strongly encouraged to attend. August and December graduates would have indicated on their “Intent to Graduate” form their plans for attending May services. If you cannot attend you are required to write the Registrar asking for permission to graduate in absentia. In absentia requests must be filed before February 1.

**Is there a limit to the number of family and friends I can invite?**
Yes. Because we want to transform graduation into a more formal, and intimate experience we have moved graduation into the Chapel. This creates limited seating and graduation will be ticketed. Overflow seating will be available in the lower level of the Worship Ministry building, where the ceremony will be played live on television screens. **Overflow seating is also ticketed.**

Tickets are for open seating and are first-come/first-serve. The ceremony begins at 6:00 pm and the doors will open for guests at 5:30 pm.

If you have questions about ticketing, please contact Brandi General: brandi.general@ccuniversity.edu.
Will there be a rehearsal and am I required to attend it?
Rehearsal will be held in the Worship Ministry Chapel at 1:30 pm on Friday, May 15th. All graduates are encouraged to attend rehearsal. However, it is understandable if work or other commitments prevent your attendance. There are no consequences for not attending, other than your lack of familiarity with the routine of the Commencement service.

How long does the Commencement Service last?
Commencement usually lasts about an hour and a half to two hours.

When am I expected to be ready for the processional line up?
Graduates are required to be ready for line up by 5:30 pm. Graduates will be organized for line up in classrooms on the first floor of Worship Ministry. The exact rooms for lineup will be announced at the rehearsal.

Are there any special meals planned for the graduates?
There will be a dessert reception served in the Eagles Nest, on the lower level of the Worship Ministry building, immediately following graduation. No reservations are needed. You and all your guests are invited.

The Alumni Association also usually hosts a luncheon for graduates. They will notify you of the details of this event.

When will my cap and gown be available?
Caps and gowns usually arrive in late April or early May. You will be notified when to pick up your cap and gown. The cap and gown are yours to keep.

What if I am graduating in absentia?
Caps and gowns are not ordered for those who are not attending. The Registrar’s Office can provide the contact information of our supplier for those wishing to purchase graduation apparel.

How do I order announcements, a class ring, or other commencement-related items?
These items can be ordered through the CCU bookstore. The bookstore sends out sale information in early March. If you do not receive any information by the end of March, contact the bookstore at bookstore@ccuniversity.edu or 513-244-8134.

What should I wear underneath my gown?
Commencement is a formal occasion and, as such, participants should dress in a manner appropriate. Dresses, dark pants, and shirts and ties are acceptable. Dark shoes are preferred for both women and men; graduation gowns are black.

Is there reserved seating for handicapped individuals?
We do make available a limited number of seats for handicapped individuals. You will be able to indicate this on the ticket order form, if you have a family member who needs reserved seating.

Is there special seating for the hard of hearing?
Sign language interpreters are available at Commencement. You will be able to indicate this on the ticket order form if you have a family member who needs reserved seating in this section.
Can my family come to the front to take a picture as I walk across the stage?
We ask that family members DO NOT come to the front to take pictures. By coming forward a
distraction is created and other people can have their view blocked of their family member
graduating. A professional photographer has been hired to capture the moment as you are shaking
hands with President Tracy. The pictures are very reasonably priced and include a group
picture. Group pictures will be taken after the ceremony on Saturday. Picture order forms are available
online at my.ccuniversity.edu and will also be distributed at rehearsal.

Is there any special assessment testing that I must complete before my diploma
will be released?
Yes. All students earning Bachelor’s degrees are required to take the Bible Content Test. This test is
administered online in Canvas. The Registrar’s Office will notify you of when you can complete this test.
Diplomas will not be released until the appropriate test has been completed.

When will my diploma be available?
Diplomas for August graduates will be available in mid-November. December graduates’ diplomas are
usually available in mid-February. May graduates can expect diplomas to be released in early
June. Transcripts will be reviewed and degree completion verified as quickly as possible once all
grades are posted.

When will I be able to request a transcript that has my graduation date listed?
The same time constraints apply to transcripts as do the releasing of diplomas. Grades are due in the
Registrar’s Office one week after the end of the semester. Every effort is made to have diplomas and
transcripts available as soon as possible after all grades are posted. This usually takes a couple weeks
from the time grades are received.

What if I finished all my degree requirements in the middle of the semester?
If all degree requirements have been completed and all grades posted, the Registrar’s Office can
furnish a letter stating that you have completed your degree but that your diploma will not be awarded
until a later date.

Other Questions
Contact the Registrar’s Office if you have questions regarding academics:
(513)-244-8170 or registrar@ccuniversity.edu

Contact Brandi General in the Events Office if you have any questions regarding the ceremony:
(513)-244-8417 brandi.general@ccuniversity.edu