Congratulations Class of 2019!

Best wishes to all seniors graduating from Spelman College on Sunday, May 19, 2019. Each of you will join the ranks of an elite cadre of women who have entered the gates of Spelman and passed through the Arch into lives of distinction and service. Spelman wishes you success in your chosen paths and looks forward to continuing our relationship and keeping you close in the years to come. You have made “A Choice to Change the World”; now, go out and change the world as a Spelman woman.

This Commencement Guide is designed to answer the most frequently asked questions about Spelman’s Commencement weekend, May 16-19, 2019, and to provide information to make this a memorable experience for each graduating senior, your family and guests. You will find information about the events that celebrate senior achievements, details about attire, ceremonial protocol, rehearsal, tickets, parking, and helpful suggestions for making the most of this special time.

Please view the Commencement webpage for updates regularly. A link to Commencement information may be found on the Spelman homepage and at www.spelman.edu/commencement. Additional information about graduation will also be sent periodically to your Spelman e-mail account, so check your Spelman e-mail regularly for updates.

Failure to check your Spelman e-mail account regularly may result in your missing important graduation information and opportunities.

To ensure that all important College mailings are delivered to the correct destination, submit any changes in your local or permanent address immediately to Mr. John Brown in the Registrar's Office at 404.270.5227 or jbrow109@spelman.edu. It is especially important that all graduates update their permanent address before leaving Spelman.

Again, please check www.spelman.edu/commencement for the most up-to-date information.
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule of Events</td>
<td>4</td>
</tr>
<tr>
<td>Detailed Event Schedule</td>
<td>5</td>
</tr>
<tr>
<td>Graduation and Participation Requirements</td>
<td>8</td>
</tr>
<tr>
<td>Critical Deadlines and Dates</td>
<td>8</td>
</tr>
<tr>
<td>Attire for Class Day, Baccalaureate and Commencement</td>
<td>9</td>
</tr>
<tr>
<td>Commemorative Videos and Pictures</td>
<td>10</td>
</tr>
<tr>
<td>Tickets and Seating Information</td>
<td>10</td>
</tr>
<tr>
<td>Guests Information</td>
<td></td>
</tr>
<tr>
<td>Mobility Impaired Guests</td>
<td>11</td>
</tr>
<tr>
<td>Parking</td>
<td>11</td>
</tr>
<tr>
<td>Hotel</td>
<td>12</td>
</tr>
<tr>
<td>Directions to the Georgia International Convention Center</td>
<td>13</td>
</tr>
</tbody>
</table>
Commencement 2019: Schedule of Events

TUESDAY, May 14, 2019
11:00 a.m.  Senior Soirée  
Georgia Aquarium  
225 Baker Street, NW  
Atlanta, GA 30313  
High Tea attire required. This event is open to the Class of 2019 graduating students only.

THURSDAY, May 16, 2019
10:00 a.m.  Commencement Rehearsal  
(Attendance Mandatory)  
Sisters Chapel (Honor Cords and Graduation Tickets will be distributed)

FRIDAY, May 17, 2019
12:00 p.m.  Seniors assemble in the John D. Rockefeller Fine Arts Building Lobby  
1:30 p.m.  Class Day Convocation  
Sisters Chapel  
3:00 p.m.  March through Alumnae Arch  
The Spelman College Oval

SATURDAY, May 18, 2019
7:30 a.m.  Seniors assemble in Sisters Chapel  
8:30 a.m.  Campus closes to prepare for the processional and will reopen after the program begins. Seating is open and tickets are not necessary.  
9:00 a.m.  Baccalaureate  
The Spelman College Oval  
Baccalaureate Reception for Students, Families, and Guests  
Various Campus Locations – Upper Manley, Camille Cosby Atrium, Fine Arts Building, and Science Center Atrium

SUNDAY, May 19, 2019
12:00 p.m.  Doors Open at the GICC  
12:30 p.m.  Seniors report to Georgia International Convention Center (GICC)  
2000 Convention Center Concourse  
College Park, GA 30037  
2:30 p.m.  All guests must be in the Main Hall by 2:30 p.m. as doors will close at this time. Guests cannot hold seats and must be in their seats before the processional begins at 3:00 p.m. sharp. Tickets do not guarantee admittance.  
3:00 p.m.  Commencement Begins  
6:30 p.m.  Commencement Concludes

Note:  Students may check their DegreeWorks for Notification of Graduation Clearance. DegreeWorks will note “Degree Earned” or Eligible to Participate at the top of the report.
**Commencement 2019: Detailed Event Schedule**

**Senior Soirée**  
Tuesday, May 14, 2019  
11:00 a.m.  
Location: Georgia Aquarium  
225 Baker Street, NW  
Atlanta, GA 30313  
The Senior Soirée, a festive celebration for graduating seniors, commemorates the culmination of their academic career at Spelman College. Please join fellow seniors in a special event honoring the Class of 2019 and your achievements. The event will include toasts to seniors in a signature commemorative glass, a welcome from the Alumnae Association, door prizes, live music, and a wonderful buffet. *This event is open to the Class of 2019 graduating students only. High Tea attire required.*

**Commencement Rehearsal**  
Thursday, May 16, 2019  
10:00 a.m. to 12:00 p.m. *(check in time 9:15 a.m.)*  
Location: Science Center  
Attendance at graduation rehearsal is mandatory for all graduating seniors and limited exceptions will be made. Please report to the Science Center for check-in no later than 9:15 a.m. From there, you will process to Sisters Chapel for the Commencement rehearsal. *Those who do not attend rehearsal will not receive Commencement tickets or honors cords.*

At this meeting, you will receive instructions on how to wear your academic regalia, process to the stage to receive your diploma, and exit after receiving it, as well as other important graduation information.

**College Honors**  
Latin honors of *summa cum laude* (3.8 and above), *magna cum laude* (3.6), and *cum laude* (3.4) designates the distinction of a student’s overall record and are noted on the diploma and in the Commencement program. Students who have earned 60 institutional credit hours at the end of the fall semester and have the required cumulative grade point average are eligible to be listed with Latin honors and designated as a “Top Ten Graduate.” *The listing in the Commencement program will be based on fall 2018 semester grades. The transcript will record Latin honors based on final grades from the spring 2019 semester.*  
Departmental honors, as well as other national honors (i.e., Phi Beta Kappa, etc.), will be listed in the Commencement program. Honor cords for Latin honors will be distributed during the Commencement rehearsal.
**Senior Class Day Convocation**  
**Friday, May 17, 2019**  
1:30 p.m.  
**Location:** Sisters Chapel  
*Seniors will assemble at 12:00 p.m. in the John D. Rockefeller Fine Arts Building Lobby*  

Spelman College launches its formal Commencement activities with Senior Class Day, an afternoon celebration for the senior class. The Class Day Convocation is unique because it is the only formal Commencement event in which the senior class is addressed directly by peers.  

The class valedictorian delivers the Ivy Oration, an address in which she creatively compares the characteristics of the ivy plant to those of the graduating class. Other Class Day traditions include the passing of the Senior Bench and Mortar Board to the junior class, the passing of the class emblem to the incoming first-year class, and presentation of the class history.

*All guest seating for the Class Day Convocation will be on the College Oval. The Ceremony will be broadcast on screens located on the Oval and streamed live via the Spelman web site. Guest seating on the Oval is on a first-come, first-seated basis. Guests will not be permitted to hold seats. No tickets are required for this event.*

**March through the Alumnae Arch**  
**Friday, May 17, 2019**  
3:00 p.m.  
**Location:** The Spelman College Oval  

After the Class Day Convocation, seniors will join the alumnae on the Oval for a processional through the Alumnae Arch, which symbolizes their leaving the College as students and entering into greater service as alumnae beyond the Spelman gates. Spelman alumnae, wearing white dresses, lead the procession. Family and friends can view this exciting and beautiful procession on the Oval.

**Baccalaureate**  
**Saturday, May 18, 2019**  
9:00 a.m.  
**Location:** The Spelman College Oval  
*Seniors will assemble in Sisters Chapel at 7:30 a.m.*  
**Campus will close at 8:30 a.m. and reopen after the processional**  

The Spelman Baccalaureate, a meaningful and joyous ceremony, reflects the breadth of faith traditions represented among the class and features a farewell address to Spelman College seniors.

*Guest seating on the Oval is on a first-come, first-seated basis. Guests will not be permitted to hold seats. No tickets are required for this event.*  

Rain or shine, the Baccalaureate service will take place on the College Oval. Please plan accordingly.
Commencement 2019: Detailed Event Schedule (continued)

**Baccalaureate Reception for Students, Families and Guests**
*Saturday, May 18, 2019*
**Immediately following the Baccalaureate Ceremony**
**Various Locations**
Immediately following the Baccalaureate ceremony, you are cordially invited to join President Mary Schmidt Campbell, Spelman faculty and staff at divisional receptions honoring the Class of 2019. Receptions will be held in the Camille Cosby Academic Center Atrium, the Science Center Atrium, the Fine Arts Building, and the Upper Concourse of the Manley Student Center. These receptions afford a wonderful opportunity for you and your guests to celebrate with faculty and other graduates in your major field of study.

**Commencement**
*Sunday, May 19, 2019*
Doors open at 12:00 p.m. and close promptly at 2:30 p.m.
12:30 p.m. – Seniors report to GICC
Procession begins 3:00 p.m. sharp
**Location: Georgia International Convention Center (GICC)**
  2000 Convention Center Concourse
  College Park, GA 30037

The Commencement ceremony marks the culmination of your years of hard work and dedication to intellectual and personal development. The ceremony will take place Sunday, May 19, 2019, at the Georgia International Convention Center. In addition to highlighting senior accomplishments, we will recognize the distinguished contributions of individuals of national and international prominence.

**On Sunday, May 19, graduates must report to GICC no later than 12:30 p.m. Please leave all personal belongings (cell phones, purses, etc.) with family or friends.**

The Commencement ceremony is a milestone in the life of every graduate and is viewed with the utmost dignity and respect. In order to maintain the sanctity of the ceremony, please plan ample time for travel and a minimum of an hour-and-a-half for parking and admittance to the ceremony. The doors to the main exhibit hall will open to ticket holders at 12:00 p.m.

*The academic procession will begin promptly at 3:00 p.m. Anyone not inside the doors of the Main Hall by 2:30 p.m. will be admitted after the processional has ended. At the request of the host facility, no one, regardless of age, will be admitted to the Main Hall without a ticket.*

The Commencement ceremony will be streamed live via a link on the Spelman website: [www.spelman.edu](http://www.spelman.edu).

**Diploma Distribution**
Graduates will be able to pick up their diplomas immediately following the Ceremony in the Senior Holding Room at the GICC. You may also pick up your diploma on Monday from the Registrar’s Office beginning at 9:00 am if your plans do not allow you to pick the diploma up on Sunday. Please contact the Registrar's Office at 404.270.5230 if you have questions about receiving your diploma.
Commencement 2019: Graduation and Participation Requirements

Graduation Policy
As you prepare for graduation, there are several issues that you must address to ensure clearance to participate in Commencement and receive your diploma. Please note the following information, and check your academic record to ensure it is accurate and complete. **This is your responsibility; you must notify the Registrar’s Office of any oversight.**

A student will be awarded a degree from the College provided she:
1. is in good academic and financial standing
2. has completed an application for graduation
3. has completed a minimum of 120 credit hours
4. has completed the General Education requirements, including First-Year Experience (FYE) and Sophomore Year Experience (SYE); English composition must be completed with a grade of “C” or better
5. has earned a minimum grade of C in major and cognate courses
6. has not violated the College’s Academic Integrity policy or Student Code of Conduct
7. has fulfilled all College and departmental requirements, including all College assessments
8. has completed a minimum one-year residency
9. has earned a minimum of 32 credit hours at the College
10. has completed her senior year at the College

Participate in Commencement Ceremony – Walk Policy
A student who attempts (officially registers and receives a grade; an Incomplete is not considered a grade) 120 credit hours toward fulfilling **ALL** of her degree requirements may be eligible to walk/participate in the commencement ceremony. Failure to successfully pass a CLEP exam is not considered an attempt. Only a student whose cumulative GPA is 2.0 or higher, in good academic and financial standing, and who has not violated the academic integrity policy or code of conduct is eligible to Petition to March. Please see Dean Desiree Pedescleaux for more information on participating in commencement.

Graduation Fee
A fee is charged to seniors who have submitted a degree application. This fee covers the purchase of your cap, gown, hood and diploma. In the event a senior does not graduate, she should inform the Registrar’s Office promptly at 404.270.5230, and they will contact the Office of Student Accounts to have the fee removed.

Commencement 2019: Critical Deadlines and Dates

These are the items that you MUST complete in order to GRADUATE!
- Graduation Policy and Commencement Participation Policy Acknowledged
- Senior Exit Plan Session with Career Planning and Development (Deadline: September 2018)
- Core Curriculum Assessment (completed by April 27, 2019)
- Completion of Major Verification Form (Deadline: Dec. 1, 2018)
- Application to Graduate (Deadline: Dec. 1, 2018)
- Completion of Senior Survey and First Destination Survey (Deadline: April 27, 2019)
- Student Accounts (Deadline: April 27, 2019)
- Financial Aid (Deadline: April 27, 2019)
- Perkins Loan (Deadline: April 27, 2019)
- Woodruff Library (Deadline: April 27, 2019)
Commencement 2019: Event Attire

Attire for Founders Day, Class Day, Baccalaureate and Commencement
Founders Day, Class Day, Baccalaureate and Commencement are all formal ceremonies where seniors are required to wear academic regalia. A white dress or skirt suit is worn under the regalia, with neutral-toned hose and black closed toe shoes.

White Attire: A Spelman College Tradition
The wearing of white dresses for formal College ceremonies dates back to 1900. This tradition was established during a time when white was the most available and affordable among fabrics. The white dress was worn with hosiery made of cotton until the invention of nylon in the 1940s, which came in two colors – beige and tan. This led to the wearing of flesh or neutral-toned hosiery. Having one pair of black, closed-toe shoes that could be worn for multiple purposes was a part of the clothing requirements for Spelman students. This recommendation was made in an effort to avoid overwhelming students and their families with the cost of having to provide more than one pair of shoes.

In the spirit of this tradition and the significance of each occasion, seniors are asked to wear white attire at Founders Day, Class Day, Baccalaureate and Commencement. The dress or skirt suit should be solid white, and worn with neutral-toned hosiery and black, closed-toe dress shoes. When selecting the style of dress or suit, a comfortable fit, with sleeves or a jacket, and a length no longer than the graduation robe (midcalf), are recommended. Post or stud earrings and a single strand necklace can be worn. Questions, concerns, and exceptions should be directed to the Dean of Undergraduate Studies, Dr. Desiree Pedesclaux, at dpedescl@spelman.edu.

Instructions for Academic Regalia

- At Class Day, you may wear your commemorative 2019 blue tassel with your cap and gown, as well as sorority and other personalized stoles. The graduation cap should be worn squarely on top of the head with board parallel to the floor so when you look up, you can see the point. The cap should not be tilted to the side, forward or back. The tassel is to be worn on the right side. Seniors should wear their white collars at Class Day.

- At Baccalaureate, and Commencement, you should wear only your graduation cap, gown and black tassel. The graduation cap should be worn squarely on top of the head with board parallel to the floor so that when you look up, you can see the point. The cap should not be tilted to the side, forward or back. The tassel is to be worn on the right side. All seniors should wear their white collars at Baccalaureate and academic hoods at Commencement.

- Please make sure that the white dress or skirt does not hang below the robe.

- Please do not bring purses or backpacks. You will not be able to keep them during the processional. The Office of Alumnae Engagement has purchased a black wristlet for graduates, so please use them during all three ceremonial events.

- Please limit jewelry to stud earrings, a wristwatch, and hand rings only.

- Hoods, honor cords and Spelman College kente stoles are to be worn for Commencement only. Honor cords and stoles should be draped around the neck under the hood with the tassels hanging as evenly as possible in the front. Sorority stoles are not permitted at Commencement.
Commencement 2019: Commemorative Videos & Pictures

Commencement, Class Day and Baccalaureate Videos
Graduating seniors and families will be able to view the Commencement program in its entirety on the Spelman College YouTube channel. Baccalaureate, Senior Class Day, and Commencement DVDs are available for purchase online using the Video Request Form. Purchased DVDs will be mailed approximately 3-4 weeks after the order is received. Personal audio/videotaping and photography of Baccalaureate and Commencement are prohibited because they interfere with the production of official Commencement weekend DVDs. There will be no exceptions.

Commencement Photography
Professional photographers take a photograph of each senior's moment of recognition on stage and a posed shot with her diploma. For the convenience of everyone, you should not stop and pose and should ask your guests to remain seated during the ceremony. You are not required to purchase videos or photographs. For more information about photographs taken at the Commencement ceremony, visit www.gradimages.com or contact their customer service department at 800.261.2576.

Senior Pictures
For questions about senior cap and gown photographs, contact Curtis McDowell at 678.410.6504.

Commencement 2019: Tickets & Seating
Guests are invited to attend Class Day Convocation, the March through the Alumnae Arch, Baccalaureate, the Baccalaureate reception and Commencement. No ticket is required for seating at the Class Day Convocation. Tickets are not required at the Baccalaureate ceremony; however, seating is limited and is on a first-come, first-seated basis. Guests will not be permitted to hold seats. Class Day Convocation, Baccalaureate and Commencement will be streamed live on the Spelman website: www.spelman.edu.

Each senior will receive ten (10) Commencement tickets. Tickets, including any extra tickets requested, will be distributed immediately following Commencement rehearsal Thursday, May 16, 2019, in Sisters Chapel. At the request of the host facility, no one, regardless of age, will be admitted to the Main Hall without a ticket. Seniors who do not attend rehearsal will not receive Commencement tickets. Please bring a Spelman or valid state issued photo ID to pick up Commencement tickets.

The Commencement committee is aware that some students sell Commencement tickets to their classmates. The committee does not endorse this activity. Furthermore, the committee believes that selling Commencement tickets tarnishes the spirit of this celebration of academic achievement and, in many cases, violates Spelman policies. Likewise, the duplication of Commencement tickets is prohibited. Any student participating in this type of behavior will be in violation of the academic integrity policy and will not be awarded a degree from Spelman College.

Seating
Doors open to Commencement guests at 12:00 p.m.

Guests with tickets will be allowed to enter the main hall. There is no reserved seating, and guests are not permitted to hold seats. All guests must enter by 2:30 p.m. at which time the doors to the main hall will be closed and will reopen after the processional has ended. The Commencement procession will begin promptly at 3:00 p.m. during which time no one will be seated.
Commencement 2019: Guest Information

Information for Mobility Impaired Guests
Spelman College and GICC do not provide wheelchairs for mobility-impaired guests. If you are mobility impaired, please contact the company listed below. It is strongly encouraged that guests make arrangements prior to Commencement weekend to ensure availability.

ADA Medical Supply Online, LLC
4968 Austell Road
Suite 160
Austell, GA 30106
Phone: 678.398.0505
www.adamedicalsupply.com
Office/Store Hours: (Monday-Friday) 10:00 a.m. - 5:00 p.m., Closed (Saturday and Sunday)
Contact: Debbie Grant

Mobility impaired guests may be dropped off at the GICC with a companion to accompany them. Early access to the exhibit hall is not available, and all guest with general admission tickets will utilize the same line for entrance.

For safety purposes, all walkways inside the exhibit hall must remain clear; therefore, strollers and large bags are not permitted in the exhibit hall.

Parking for Class Day and Baccalaureate
Parking for the Class Day Convocation Friday, May 17, and the Baccalaureate Saturday, May 18, will be available at all campus parking facilities on a first-come, first-served basis. There will be no charge for parking. Guests may park in the Spelman College parking deck and the Milligan parking lot. In addition to these locations, several parking areas will be reserved to accommodate guests with special needs. To ensure emergency access on campus, all roadways must remain clear of parked vehicles.

Commencement Etiquette
The Commencement exercise is a formal academic ceremony. We ask that all guests respect the ceremony, seniors, and other guests by behaving in a dignified manner. In keeping with decorum and the Spelman tradition, we ask that guests adhere to the following guidelines:

- Plan to arrive early and allow ample time to find parking and seating.
- Confetti, balloons and noisemakers are not permitted in the facility.
- Rude and disruptive behavior will not be permitted. Security personnel will be on-site to enforce these restrictions.
- Beverage and snack options will be available at GICC, with access limited inside the main exhibit hall. Please start your day with a hearty meal in preparation for several hours with limited options.
- Cellular phones should be turned off, on vibrate, or to their silent modes.
- During the reading of the seniors’ names, guests are asked to be considerate in their applause so that all names are clearly heard and ceremony audio taping is not disrupted.
- Please remain in your seats for the duration of the ceremony, which includes the recessional. Please do not block the aisles or passageways by attempting to greet or take photos with graduates.
Hotel Accommodations
Spelman College has reserved rooms at a special rate for Commencement at the preferred hotels listed below. Room availability is limited, and space is not guaranteed, so make your reservations early. Special pricing is not guaranteed after April 25, 2019.

**Atlanta Airport Marriott Gateway**
2020 Convention Center Concourse, Atlanta, GA 30337
404.763.1544
Rate: $121.00* USD per night
[Book Atlanta Airport Marriott Gateway](#)
Start date: 5/16/19 • End date: 5/20/19 • Last day to book by: 4/25/19

**SpringHill Suites Atlanta Airport Gateway**
2091 Convention Center Concourse, College Park, GA 30337
770.907.8880
Rate: $121.00* USD per night
[Book SpringHill Suites Atlanta Airport Gateway](#)
Start date: 5/16/19 • End date: 5/20/19 • Last day to book by: 4/25/19

**Atlanta Airport Marriott Hotel**
4711 Best Road
Atlanta, GA 30337
404-766-7900
Rate: $116.00* USD per night
[Book Atlanta Airport Marriott Hotel](#)
Start date: 5/16/19 • End date: 5/20/19 • Last day to book: 4/25/19

* Hotel room rates are subject to applicable state and local taxes (currently 15%) in effect at the time of check-out.
2000 Convention Center Concourse
College Park, GA 30337

From...
**Hartsfield-Jackson Atlanta International Airport**
Via the ATL SkyTrain (automated people mover):
After you pick up your checked luggage at the north or south baggage claim area, follow the overhead signs and hallway placards toward the Rental Car Center. Proceed out of the west end of the terminal under the covered walkway. Take the escalator up to the station and board the ATL SkyTrain for the free, short ride to the GICC station.

Via car from the Main Terminal:
Follow the signs for Camp Creek Parkway. Once on Camp Creek Parkway, at the first traffic light, turn left into the Gateway Center. The Georgia International Convention Center will be on the right.

From...
**I-75/85 South: Downtown Atlanta & North Atlanta:**
Take I-75 and/or I-85 South. Exit Camp Creek Parkway (exit #72). Follow the signs for Camp Creek Parkway. Once on Camp Creek Parkway, at the first traffic light, turn left into the Gateway Center. The Georgia International Convention Center will be on the right.

From...
**I-285 North: Cobb County, Marietta, Smyrna, Cumberland**
I-285 South to Camp Creek Parkway (exit #2). Turn left onto Camp Creek Parkway and travel approximately 2.6 miles through 7 traffic lights. At the 8th traffic light, turn right into the Gateway Center. The Georgia International Convention Center will be on the right.

From...
**I-20 West: Six Flags, Birmingham**
I-20 East to I-285 South. Exit Camp Creek Parkway (exit #2). Turn left onto Camp Creek Parkway and travel approximately 2.6 miles through 7 traffic lights. At the 8th traffic light, turn right into the Gateway Center. The Georgia International Convention Center will be on the right.

From...
**I-20 and I-285 East: Tucker, Stone Mountain, Conyers, Augusta, Columbia**
I-285 South to I-85 North, Atlanta Airport/Atlanta (exit #61). Follow the signs to I-85 North, Atlanta. I-85 North to Camp Creek Parkway (exit #72). Once on Camp Creek Parkway, at the first traffic light, turn left into the Gateway Center. The Georgia International Convention Center will be on the right.

From...
**I-85 South: Newnan, LaGrange, Columbus, Montgomery**
I-85 North to Camp Creek Parkway (exit #72). Once on Camp Creek Parkway, at the first traffic light, turn left into the Gateway Center. The Georgia International Convention Center will be on the right.

From...
**I-75 South: Macon**
I-75 North to I-285 West. I-285 West to I-85 North, Atlanta Airport/Atlanta (exit #61). Follow the signs to I-85 North, Atlanta. I-85 North to Camp Creek Parkway (exit #72). Once on Camp Creek Parkway, at the first traffic light, turn left into the Gateway Center. The Georgia International Convention Center will be on the right.