

# COMMENCEMENT\_2010 | Clearance Checklist

---

Please utilize the following checklist to assure clearance for Degree Conferral/Commencement

\_\_\_\_\_ **Exhibitions Undergraduate/Graduate:**

Please review the December 2009/May 2010 Bachelor of Fine Arts Exhibition Information packet for deadlines and information for undergraduate students. Graduate students should consult their program director for expectations and exhibition scheduling.

\_\_\_\_\_ **Survey:**

Student Services Exit Survey  
Please print and complete this survey to assist us in enhancing the MCA experience!

\_\_\_\_\_ **Alumni Association Membership:**

Development/Alumni Affairs  
Please complete this Alumni Association form by April 26, 2010 to assist us in keeping you informed of alumni opportunities.

\_\_\_\_\_ **Graduation Clearance Form:**

All outstanding obligations to the Business Office, Financial Aid, Student Services and Library must be resolved. Every candidate must have all signatures on the Department Clearance Form prior to picking up regalia and participating in the Commencement Ceremony.

\_\_\_\_\_ **Degree Requirements:**

Candidates for graduation on Saturday, May 15, 2010 must formally complete all academic and degree requirements by December 14, 2009/May 14, 2010, in order to participate in the ceremony and receive their diploma. If candidates have any questions regarding their degree requirements, they should check with the Registrar as soon as possible.

\_\_\_\_\_ **BFA Exhibitions announcements – BFA, MFA, MAT, MAArtEd Commencement invitations**

Each graduate will receive 20 Exhibition and 20 Commencement invitations three weeks prior to Commencement. December graduates will receive invitations via mail or may pick them up in Lee Ann Warner's office in Alumni Affairs on the first floor. May graduates will receive a notice in their school mailbox to pick up invitations in Lee Ann Warner's office.

\_\_\_\_\_ **Commencement Rehearsal**

Friday, May 14, 2010 is Commencement Rehearsal, Breakfast and regalia pick up. Commencement is Saturday, May 15, 2010 at 11 a.m., at Memphis College of Art. More information will be sent to all graduates and parents in March 2010.

\_\_\_\_\_ **INFORMATION + ASSISTANCE**

For information or assistance, please contact Susan Miller, Vice President for Enrollment & Student Services at 901-272-5152 or smiller@mca.edu

END