



MEMORANDUM

DATE: March 12, 2025

TO: CANDIDATES FOR GRADUATION

FROM: Carl S. Pettis, Ph.D., Commencement Coordinator

RE: 2025 SPRING COMMENCEMENT

On behalf of President Quinton T. Ross, Jr., and the Alabama State University community, I would like to be the first to congratulate you on earning your degree. You have worked hard, faced challenges, turned those challenges into success, and Commencement is a time for you to celebrate with your family, classmates, and friends.

The purpose of this correspondence is to inform you of the structure and procedures related to Commencement.

Commencement Convocation Session I will be held on Friday, May 2nd, at 8:45 a.m. The following Colleges will participate in this session:

The Harold Loyd Murphy Graduate School
College of Liberal Arts and Social Sciences
College of Education
College of Visual and Performing and Arts
University College

Commencement Convocation Session II will be held on Friday, May 2nd, at 1:45 p.m. The following Colleges will participate in this session:

The Harold Loyd Murphy Graduate School
College of Science, Technology, Engineering and Mathematics
The Percy J. Vaughn, Jr. College of Business Administration
College of Health Sciences

Note: The Harold Loyd Murphy Graduate School will award graduate degrees during all Convocations in accordance with the graduate degree offerings of each college.

The Spring Convocation will be held in the Dunn-Oliver Acadome. Candidates for Spring graduation must complete several steps and be aware of the various Commencement activities.

Information and communication regarding Commencement is available on a web page dedicated to the 2025 Commencement activities. The purpose of the page is to provide up-to-date information about Commencement. It is linked to the ASU homepage (<https://www.alasu.edu/qa/Commencement.php>), and you can access it by clicking the announcement link. If there are any special announcements or changes,

we will include them on this page, including this memo. You will also find a list of hotels and directions to the campus to assist your family members with their travel plans.

Graduation Fee

The Graduation Fee (\$150.00) is charged to all candidates for graduation regardless of Commencement participation. If you paid your Graduation Fee and do not meet degree requirements for Commencement, it is University policy that you complete a new graduation application and pay the required fee again for the next Commencement.

Rehearsal

Rehearsal for Spring Commencement Convocation will be held at 5:00 p.m. in the Dunn-Oliver Acadome on Thursday, May 1, 2025.

President's Reception

Immediately following the rehearsal for Spring Commencement Convocation, President Ross will host the President's Reception for you and your guests on the main concourse of the Dunn-Oliver Acadome. All graduates are invited to the reception.

Commencement

Commencement Convocation Session I will begin promptly at **8:45 a.m. on Friday, May 2, 2025**. You are to arrive at the designated area by **7:30 a.m.** in your academic regalia. All candidates should enter the Acadome from South University Drive (the entrance is just across from the Shuttlesworth Dining Hall). There will be volunteers available to verify your name is on the list of participants for Convocation. **Picture ID are required for entry.** Upon verification, you will be directed to the line-up area to prepare for the processional.

Commencement Convocation Session II will begin promptly at **1:45 p.m. on Friday, May 2, 2025**. You are to arrive at the designated area by **12:30 p.m.** in your academic regalia. All candidates should enter the Acadome from South University Drive (the entrance is just across from the Shuttlesworth Dining Hall). There will be volunteers available to verify your name is on the list of participants for Convocation. **Picture ID are required for entry.** Upon verification, you will be directed to the line-up area to prepare for the processional.

Graduation is a formal ceremony. Gentlemen should wear black slacks, a white dress shirt, and black shoes. Ladies should wear black skirts, a white blouse, and black shoes. Be mindful that it may be in your best interest to wear flat shoes or wedge heels due to the long processional. Please note that excessive decoration on hats will be deemed inappropriate.

Dunn-Olive Acadome Entry for Guests

On the day of Commencement, the Acadome doors will be open approximately one and a half hours before the beginning of Convocation. All guests must enter through the main gates. We encourage everyone who may have preexisting conditions that restrict his/her mobility (wheelchairs, limited walking ability, etc.) to be dropped off at the front of the Acadome near the accessibility ramp.

Clear Bag Policy

The University will enforce its clear bag policy for all events.

Parking

The University will be using many of the game day protocols on May 2nd. Parking will be allowed in Zones A-1, A-2, and all lots east of Harris Way with the exception of Zone D. (See the attached campus parking map.)

Special Needs

We will have an interpreter to sign for persons who have a hearing impairment. If any of your guests need this accommodation, please have them sit on the right-hand side of the Acadome stage.

Additionally, guests who need special assistance to get to their seats should be dropped off at the front of the Acadome near the accessibility ramp. University Police will instruct the driver to find parking elsewhere on the campus once the passenger(s) is (are) dropped off. The University has a limited number of wheelchairs available, and they may only be used to transport your guests to their seats. Once the guest reaches his/her seat, the wheelchair will need to be returned. ***If a guest needs to be in a wheelchair throughout the ceremony, the guest will have to provide the wheelchair.***

Graduation Clearances

Final exams for candidates for graduation are Wednesday, April 16, 2025, through Thursday, April 17, 2025. Grades will be due on Monday, April 21, 2025.

Graduation Obligations

As you prepare for the Commencement celebration, you must complete several obligations before Wednesday, April 30, 2025. ALL academic requirements and financial obligations must be met.

Approximately three weeks before graduation, the Graduation Checklist will appear under your To-Do List in Campus Community in Hornet's Web. As each of the checklist items is satisfied, they will be removed from your To-Do List by the respective offices.

The deadline for clearing your outstanding deficiencies (course substitutions, test results, grade changes, etc.) is Wednesday, April 30, 2025. Remember, ALL REQUIREMENTS must be satisfied. Your grades will be processed and ready for viewing via the Internet (ASU Web) beginning on Tuesday, April 22, 2025.

Photos and Invitations

The Grad Team (www.TheGradTeam.com) is the official Commencement photographer. They will take photographs of each graduate during the ceremony. They will provide additional information about acquiring your photographs at the ceremony.

If you are interested in purchasing personalized invitations or a class ring, they can be ordered from the Herff Jones Company by visiting: <https://colleges.herffjones.com/college/alsu/>. The deadline to order your academic regalia has already passed. In the event that you did not place your order on time, accommodations will be made and details will be shared prior to Commencement.

Important Numbers

Office	Telephone #
Alumni Affairs	(334) 229-4280
Career Services	(334) 229-4156
Cashier's Office	(334) 229-4197
Financial Aid Office	(334) 229-4323
Harold Lloyd Murphy Graduate School	(334) 229-4275
Housing Office	(334) 229-4357
Library	(334) 229-4106
Post Office	(334) 229-4481
Records and Registration	(334) 229-4243
Student Accounts	(334) 229-4218
Student Affairs	(334) 229-4241
Teacher Certification Office	(334) 229-4271
University Bookstore	(334) 229-4143
University Operator	(334) 229-4100

IMPORTANT STEPS FOR GRADUATION CLEARANCE

STEP I CASHIER CLEARANCE

Candidates must report to the Cashier's Window to pay any outstanding balances. *(Cashier's Office closes daily at 4:30 p.m.)* **You may complete this step at any time prior to April 25, 2025 by 4:30 p.m.**

STEP-II FINANCIAL AID OFFICE CLEARANCE

Candidates who did not receive federal loans or Teach Grant funds Must send an email to mbruce@alasu.edu. Once verified, The Office of Financial Aid will automatically provide financial aid clearance.

Candidates who borrowed Direct Subsidized/Unsubsidized Loans and are graduating Spring 2025 must follow the steps below to complete an Exit Counseling session:

1. Go to www.studentaid.gov
2. Log in using your FSA ID that you used to sign your FAFSA Application
3. Select Loan Repayment
4. Select Loan Exit Counseling
5. Select I am an Undergraduate or Graduate/ Professional Student
6. Complete the entire session and submit electronically

Candidates who borrowed Federal Perkins Loans will also have to complete the Perkins Exit Counseling session. You will receive your pin/password via email from ECSI (check spam mail). Follow the steps below:

1. Go to <https://heartland.ecsi.net>
2. Sign in or register as a new user
3. Enter the School code: 001005
4. Enter your Account number (your Social Security Number)
5. Heartland Key: Info will be sent via email from Heartland ESCI
6. Select the Documents tab, then Exit Interview
7. Complete the entire session and submit electronically

Current college graduates will not have to complete the Perkins loan exit counseling due to The Department of Education removing the Perkins loan option in 2017.

Candidates who received Federal Teach Grant funds must complete the Teach Grant Exit Counseling Session. Follow the steps below:

1. Go to www.studentaid.gov
2. Log in using your FSA ID that you used to sign your FAFSA Application
3. Select the Loans and Grants
4. Select TEACH Grants

5. Select Teach Grant Exit Counseling
6. Complete the entire session and submit electronically

Once complete, please send a snapshot of completion or Confirmation of Completion from the Dept. of Ed to mbruce@alasu.edu. Make sure your name and Student ID number is in the subject line. You will be cleared by the Financial Aid Office once the confirmation has been received that you have successfully completed the Exit Counseling session(s).

You may complete this step at any time prior to April 25, 2025. Please contact the Office of Financial Aid if you have questions about (Federal Direct Subsidized/Unsubsidized Loans) at (334) 229-4862 or Office of Fiscal Affairs (Federal Perkins Loans) at (334) 229-5814.

THE CASHIER AND FINANCIAL AID CLEARANCE MUST BE COMPLETED BEFORE YOUR DIPLOMA WILL BE RELEASED.

STEP IV DIPLOMAS

After the conclusion of the Commencement Convocation, graduates should report to the Student Center (the area across from the Cashier’s Office).

You are to present your picture ID card (driver’s license or ASU ID card) to the Office of Records and Registration personnel at the table who will verify your name on their graduation clearance list. Once cleared, you will be given an envelope containing your diploma.

Please Note: The Diploma Station will open **IMMEDIATELY FOLLOWING** the Commencement recessional. Also, the station will only be open for **ONE HOUR** after the recessional.

SPRING 2025 COMMENCEMENT EVENTS			
Activity	Time	Date	Place
Final Examinations	Varies	Wednesday, April 16, 2025 through Thursday, April 17, 2025	Varies
Faculty Submit Final Grades	--	Monday, April 21, 2025	Online
Academic Clearance Deadline	--	Wednesday, April 30, 2025	--
Commencement Exercises Session I	8:45 a.m.	Friday, May 2, 2025	Dunn-Oliver Acadome
Commencement Exercises Session II	1:45 p.m.	Friday, May 2, 2025	Dunn-Oliver Acadome