

March 2012

Dear Aquinas College Graduating Student:

Congratulations! You have worked diligently to get where you are today, and you have reason to be proud. Enclosed you will find detailed information to assist you as you prepare for graduation.

***For Master's and Continuing Education Graduates:*** You and your guests are invited to attend a graduation reception hosted by President and Mrs. Juan Olivarez on **Thursday, May 3** from 5:30 – 7:00 pm in the Donnelly Center on the Aquinas College campus. The reception provides an opportunity for faculty and friends to reminisce over the past years' experience at Aquinas. You will receive a formal invitation soon.

***For Traditional-Age Undergraduates:*** You and your guests are invited to attend a picnic-style buffet dinner hosted by Dr. and Mrs. Juan Olivarez on **Friday, May 4** from 5:00 – 7:00 pm in the Donnelly Center. You will receive a formal invitation soon.

***For All Graduates:***

On Saturday, May 5, Baccalaureate Mass will be held at **10:00 am** at the Cathedral of St. Andrew (301 Sheldon Boulevard, SE, Grand Rapids, MI 49503). An optional brunch will be available in the Wege Student Center between **11:30 am and 1:00 pm**. Commencement will begin at **2:00 pm** in the Sturris Sports and Fitness Center on the Aquinas College campus.

Questions frequently asked by graduating students:

***Have I completed all the required steps for participating in commencement exercises?*** Every student is required to complete specific paperwork and follow certain procedures if they wish to participate in the ceremony. Please see the "Commencement To Do List" for specific details.

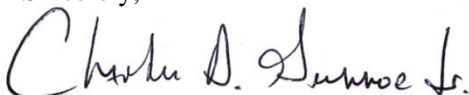
***Do I qualify for an honor cord? (Undergraduate students only)*** Aquinas College awards honor cords to undergraduates based on their cumulative GPA. Honor cords will be included with your cap and gown in the bookstore. Cum Laude cords (silver) are for students who have a cumulative GPA of 3.5 or better; Magna Cum Laude cords (maroon) are for students who have a cumulative GPA of 3.7 or better; and Summa Cum Laude cords (silver and maroon) are for students who have earned a cumulative GPA of 3.9 or better. If you believe you qualify for this honor please check with the Registrar's Office **before** graduation day. No changes will be made on Commencement day.

***Is there a limit on the number of people I can invite to the graduation ceremony? Do I need tickets?*** In order to accommodate the number of anticipated guests and to ensure a comfortable environment, each graduate is entitled to up to five tickets for guests for the Commencement ceremony. Tickets must be picked up in person with student ID in the President's Office from April 9 - 23 between 9:00 am – 4:00 pm. If extra tickets remain on or after April 24, then they will be made available on a first-come, first-served basis in the President's Office (again between 9:00 am – 4:00 pm). There is no charge for Commencement tickets. Tickets are *not* required for the Baccalaureate Mass at 10:00 am. Please reference the Ticket Policy and Information sheet within this packet for further information.

***How much does brunch cost? Do I need tickets?*** The cost of brunch is \$9 per person. Tickets are required for this event and are available for purchase in the President's Office (Holmdene) or Student Accounts (Hruby Hall) during normal business hours from Monday, April 9 through Wednesday, May 2. The President's Office will accept cash or checks; Student Accounts will accept cash, checks or credit cards.

Congratulations again on your achievements at Aquinas College, and best wishes in your future endeavors.

Sincerely,



Charles D. Gunnoe, Jr., Ph.D.  
Executive Vice President, Provost and Dean of Faculty

## *Commencement 2012 Ticket Policy and Information*

\*\*\*\*\*

*Saturday, May 5, 2012 ~ 2:00 pm  
Sturrus Sports and Fitness Center  
Aquinas College*

- Tickets are **REQUIRED** for admission to Commencement and will be collected at the door for entry.
- Each graduate is entitled to up to **FIVE** tickets for guests for the Commencement ceremony **without exception**.
- Tickets must be picked up **in person** with student ID in the President's Office (Holmdene) from April 9 - 23 between 9:00 am – 4:00 pm.
- Tickets will **not** be mailed. If a student is unable to pick up his/her tickets, then they may collect them at the “Will Call” counter within the Sturrus Sports and Fitness Center on Saturday, May 5 between 11:00 am and 1:00 pm.
- If extra tickets remain on or after April 24, they will be made available on a first-come, first-served basis between 9:00 am – 4:00 pm in the President's Office. Once again, tickets must be collected in person; no tickets will be mailed.

*We greatly appreciate your understanding and compliance  
with the College's Commencement Ticket Policy.  
Thank you!*

# COMMENCEMENT ITINERARY 2012

## Thursday, May 3, 2012

5:30 – 7:00 pm President's Reception for Master's and Continuing Education Graduates and Guests  
Donnelly Center (Invitation to follow)

## Friday, May 4, 2012

5:00 – 7:00 pm President's Reception for Traditional Age Graduates and Guests  
Donnelly Center (Invitation to follow)

## Saturday, May 5, 2012

9:30 am Line up for Baccalaureate Mass at the Cathedral of St. Andrew (301 Sheldon Boulevard, SE, Grand Rapids, MI). Gowns and honor cords **are** worn, but caps and hoods are **not** worn. Tickets are not required, but seating is limited. Your guests should plan to arrive early.

10:00 – 11:00 am Baccalaureate Mass. Graduates will process into church at 9:50 am.

11:30 – 1:00 pm Optional Brunch served in the Wege Student Center. The cost for brunch is \$9. **Tickets are required** for this event.

12:30 pm Doors to the Sturrus Sports and Fitness Center will open. Please note that seating will be on bleachers which may prove difficult for the elderly and the very young for an extended period of time. **Tickets are required** for entry. Graduates are entitled to up to five tickets per graduate. Tickets must be picked up in person with student ID in the President's Office from April 9 - 23 between 9:00 am – 4:00 pm. Tickets will **not** be mailed. Those who make *prior arrangements* with the President's Office may visit the "Will Call" counter in the Sturrus Sports and Fitness Center between 11:00 am – 1:00 pm on Saturday, May 5 to pick up tickets.

1:15 pm Graduates will line up in the Academic Building. If it is raining, please bring an umbrella. You will be lined up by degree in alphabetical order. Please know what degree you are receiving. You will be given a 4 x 6 card with your name printed on the card. **DO NOT LOSE THIS CARD.** You will be given procession instructions and assistance in donning your hood when you line up.

2:00 – 3:30 pm Commencement in the Sturrus Sports and Fitness Center. **Tickets are required** for your guests' entry (up to five guests per graduate). Professional photographers will take your picture as you receive your degree. The proofs will be mailed to you over the summer. At the conclusion of the ceremony, you will exit the SSFC in the same manner in which you entered.

# Commencement TO DO List

## Saturday, May 5, 2012

- 10:00 am            Baccalaureate Mass at Cathedral of St. Andrew  
301 Sheldon Boulevard, SE, Grand Rapids, MI 49503  
*No tickets required for Baccalaureate Mass.*
- 11:30 – 1:00 pm    Optional Brunch in Wege Student Center ~ \$9 per person  
Aquinas College Campus  
Tickets **are required**. Please see #7, below.
- 2:00 pm            Commencement at Sturris Sports and Fitness Center  
Aquinas College Campus  
Tickets **are required**. Please see #6, below.

If you will be participating in Commencement 2012, please make certain you have completed the following:

- \_\_\_\_\_ 1. **DECLARED a MAJOR and/or MINOR (Undergraduate Students Only)**  
Form is available on-line at [www.aquinas.edu](http://www.aquinas.edu) and in the office of the Registrar and Academic Advising (Hruby 30). *Completed forms must be signed by the department chair and returned to the Registrar's Office immediately.*
- \_\_\_\_\_ 2. Completed the **APPLICATION for DEGREE CANDIDACY**  
Form is available on-line at [www.aquinas.edu](http://www.aquinas.edu) and in the office of the Registrar and Academic Advising (Hruby 30). *Completed forms must be signed by the department chair and returned to the Registrar's Office immediately.*
- \_\_\_\_\_ 3. **CAP and GOWN** have been ordered from the Aquinas Bookstore by April 2, 2012 (see enclosed Bookstore information sheet)
- \_\_\_\_\_ 4. **GRADUATION ANNOUNCEMENTS** have been ordered from the Aquinas Bookstore (see enclosed bookstore information sheet). The deadline for personalized announcements is April 2, 2012.
- \_\_\_\_\_ 5. **COMPLETED and RETURNED the NAME PRONUNCIATION** form to the Office of the Provost (AB 115) by May 1, 2012.
- \_\_\_\_\_ 6. **OBTAINED TICKETS** from the President's Office from April 9 – 23 between hours of 9:00 am and 4:00 pm for up to five guests to attend the **Commencement Ceremony** (Tickets are **required** and **free** of charge; graduating student must show student ID in person to receive tickets). Please reference the Ticket Policy and Information sheet within this packet for further details.
- \_\_\_\_\_ 7. **OBTAINED TICKETS** for the optional Brunch. **Tickets are required** for this event and are available for purchase (\$9 per person) in the President's Office (Holmdene) or Student Accounts (Hruby Hall) during normal business hours from Monday, April 9 through Wednesday, May 2. The President's Office will accept cash or checks; Student Accounts will accept cash, checks or credit cards.
- \_\_\_\_\_ 8. **COMPLETED and RETURNED the BACCALAUREATE VOLUNTEER CHECKLIST** form to Campus Ministry by March 19, 2012 (see enclosed sheet)

## BACCALAUREATE 2012 VOLUNTEER CHECKLIST

Any student who expects to graduate May 2012 or August 2012 is invited to take part in Commencement 2012, scheduled for Saturday, May 5, 2012. **\*This letter is not an indication that you are registered to graduate. You need to complete the necessary application with the Registrar's Office in order to be registered to graduate.** Baccalaureate Mass will be held at the Cathedral of St. Andrew, 301 Sheldon, GR MI, @ 10:00 a.m.

The purpose of this checklist is threefold:

- I. To invite you to participate as a liturgical minister for Baccalaureate Mass.
- II. To inform you that we are happy to invite your minister to join us.
- III. To ask you to nominate a graduate to lead the concluding prayer for Commencement.  
**Please complete the form below and return it to Terry Marshall, Campus Ministry, Browne Center, by March 19, 2012. Questions? Call (616) 632-2492 or e-mail marshthe@aquinas.edu**

I. YOUR NAME \_\_\_\_\_ PHONE/CELL \_\_\_\_\_

E-mail address \_\_\_\_\_

Local Address \_\_\_\_\_

Student Status: \_\_\_Regular \_\_\_CE \_\_\_Master's \_\_\_of \_\_\_\_\_

### II. BACCALAUREATE MASS (10:00 a.m., Saturday May 5, Cathedral of St. Andrew)

A. I would like to be considered as a participant in the Mass as:

A composer of:            \_\_\_Welcome            \_\_\_Petitions

A reader of:    \_\_\_Scripture    \_\_\_Welcome    \_\_\_Petitions

\_\_\_Eucharistic Minister    \_\_\_Gift Bearer    \_\_\_Banner Bearer

\_\_\_Playing/Singing at Mass    \_\_\_ Cross Bearer    \_\_\_Candle Bearer

B. I would like an **invitation extended to my pastor/minister/priest/rabbi:**

His/Her Full Name (with title) \_\_\_\_\_

Complete Address \_\_\_\_\_

Phone Number \_\_\_\_\_

### III. COMMENCEMENT (2:00 p.m., Saturday, May 5 – Sturris Sports and Fitness Center)

I would like to **nominate** \_\_\_\_\_ to offer the concluding prayer.  
(Name of Graduate)

**COMMENCEMENT 2012**  
**CAP & GOWN ORDERING**  
**AQUINAS COLLEGE BOOKSTORE**  
**\*\*\*PLEASE ORDER BY April 2, 2012\*\*\***

**IMPORTANT! Remember you must complete your application for degree & have it audited by the Registrar in order to participate in the Commencement ceremonies.**

**INFORMATION NEEDED:** Name, Height, Weight, Degree and official Major designated by Registrar office.

**COST:** Payment required with order

BACHELOR Package (cap/tassel/gown/hood) \$53.95

MASTER Package (cap/tassel/gown/hood) \$58.95

Michigan 6% sales tax will be added.

Please place your order by April 2, 2012

**DISTRIBUTION:** April 23 – May 4\*\* in the Bookstore.

Hours: M-Th. 9-6, Fri. 9-4, Sat.\*\*10-2

\*\*We will be open May 5, but *strongly* recommend that you pick up your graduation apparel *before* that date to check for correct fit.

**ADDITIONAL INFORMATION:** All parts of these graduation apparel packages are “keepers” – they belong to you and do NOT have to be returned after graduation.

Please contact the AQ Bookstore with any questions:

Phone: 616-632-2962

Fax: 616-732-4599

E-mail: [aqbooks@comcast.net](mailto:aqbooks@comcast.net)

*Thank You and CONGRATULATIONS!*

Aquinas College\*  
 Graduation Hood colors

<u>Degree</u>	<u>Major</u>	<u>Color</u>
Bachelor of Arts	All <i>except</i> those listed below	White
“ “ “	History & Theology	Red
” ” ”	Philosophy	Dk. Blue
Bachelor of Music & Music Education		Pink
B.A.G.E	(no major)	White
Bachelor of Fine Arts	all	Brown
Bachelor of Science	All <i>except</i> those listed below	Gold
Bach. of Science in Business Administration		Drab (tan)
Bach. of Science in International Business		Drab
Bach. of Science in Sustainable Business		Drab
Bachelor of Professional Accountancy		Drab

*\*Please note* – all Bachelor degrees will fit into one the above categories. Except for Music Education, there is not an Education major or a Bachelor of Education degree.

Master of Management	Royal Blue
Master in the Art of Teaching	Light Blue
Master in Education	Light Blue
Master in Science Education	Light Blue

**Re: HONOR CORDS**

For *Honor Societies* such as *Tri Beta, Lambda*, etc., cords must be **ORDERED THROUGH THE FACULTY ADVISOR** for your particular society; there is usually a fee. Cords for Cum Laude, Magna & Summa Cum Laude are determined by Registrar office according to grade point average & will be distributed with cap & gown.

**AQUINAS COLLEGE**  
Personalized Graduation Announcements Class of 2012

Dear Candidate for Graduation:

Congratulations on your upcoming graduation. This flyer contains important information concerning your graduation announcements. Please take a moment to determine what your needs will be, so that you will not be disappointed because of failure to order in a timely manner.

**PLACE YOUR ORDER ONLINE: [www.herffjones.com/college/graduation](http://www.herffjones.com/college/graduation)**

**GRADUATION ANNOUNCEMENTS**

Graduation announcements will be personalized with the graduates name and degree incorporated into the body of the announcement text. Matching inner and outer envelopes are included with your announcements.

Personalized Announcements (Minimum Order 25)	\$58.98
Additional Packages of 5 Announcements	\$11.80

**PACKAGE #1**  
25 Announcements  
25 Thank You Notes  
25 Envelope Seals  
**COST \$79.98**

**PACKAGE #2**  
25 Announcements  
25 Thank You Notes  
25 Envelope Seals  
25 Tissue Inserts  
60 Return Address Labels  
**COST \$103.98**

**PACKAGE #3**  
50 Announcements  
50 Thank You Notes  
50 Envelope Seals  
60 Return Address Labels  
**COST \$178.98**

**ACCESSORIES**

Thank You Notes (25)	\$14.98
Envelope Seals (25)	\$ 8.98
Return Address Labels (60)	\$13.98
Tissue Inserts (25)	\$ 7.98
Announcement Cover	\$ 9.98
Personal Notes (50)	\$26.98
Traditional Appreciation Gift	\$ 9.98
Premium Appreciation Gift	\$17.98

You will receive an electronic confirmation at the time your order is placed and again when your order is mailed to you. Above prices do not include Michigan sales tax or shipping & handling. Please allow three weeks for delivery.

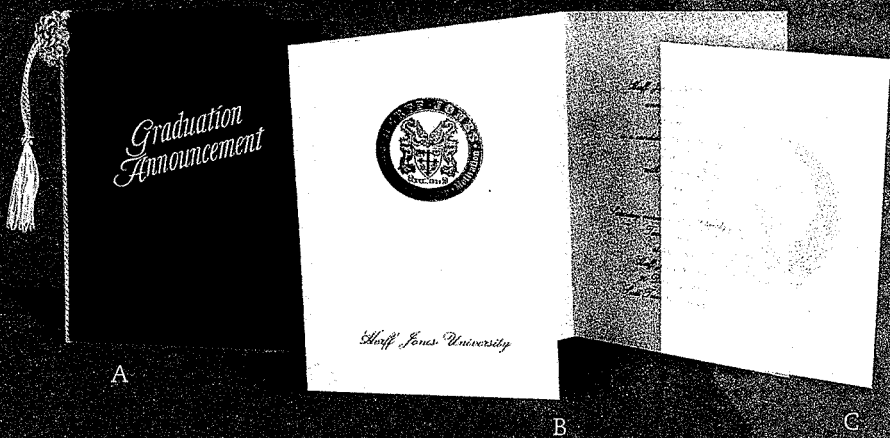
Call 1-800-879-8143 with any questions concerning ordering your announcements or about an existing announcement order.

# COLLEGE GRADUATION

Combining the finest quality custom-created vellum paper stock:

- with » The most accurate commencement information
- with » The time-honored tradition of engraved text, crests and seals
- with » The elegance of double envelopes, genuine foil seals and full-size tissue inserts

... for the best value in the industry.



## Announcements & Accessories

- A. **Keepsake Announcement Cover**  
Enhance and protect your announcement in a Keepsake Announcement Cover. Mom may want one too.
- B. **Personalized Graduation Announcements**  
Announce your accomplishment to family and friends with Graduation Announcements specifically designed for you. They arrive customized with your name, degree and major. *Double envelopes included.*

- C. **Announcement Inserts**  
These translucent overlays are traditionally inserted over the text of your announcements before sending. They are the perfect finishing touch!

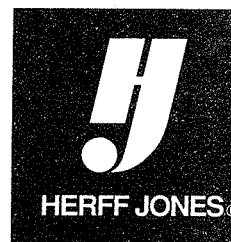
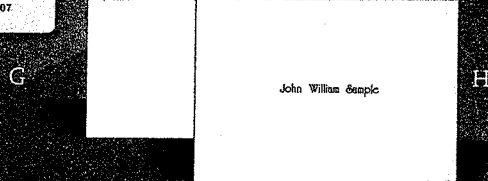
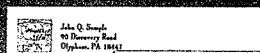
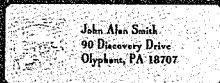
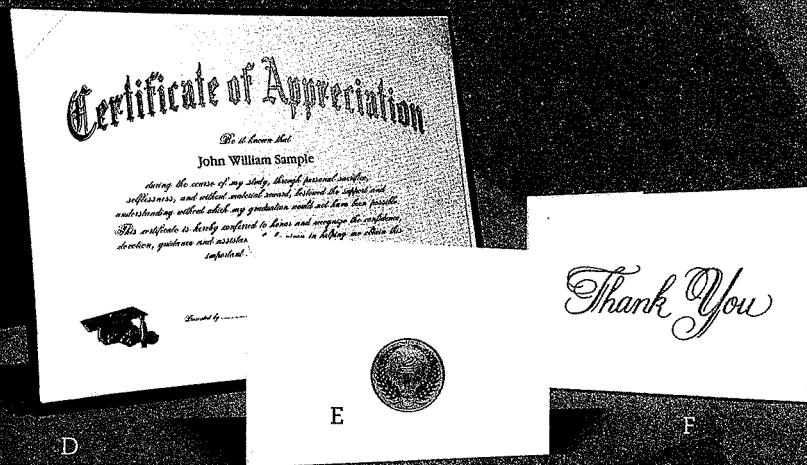
- D. **Certificate of Appreciation**  
A long-lasting thank you gift for those who have helped you throughout your educational journey. Traditional - Certificate only  
Premium - Certificate and cover

- E. **Envelope Seals**  
Before they even open the envelope, it will be clear that something important is inside. Use on announcements, thank you's and personal notes.

- F. **Thank You Notes**  
Featuring an engraved, gold "Thank You," these are perfect for acknowledging gifts given to celebrate your important accomplishment.

- G. **Return Address Labels**  
The iridescent design highlights a variety of colors from various angles and adds the perfect touch to the envelopes of your announcements, thank you notes and personal notes.

- H. **Personal Note Cards**  
Customized with your full name, these are ideal for sending handwritten acknowledgements, like job interview follow-ups!



[herffjones.com/college/graduation](http://herffjones.com/college/graduation)



# Name Pronunciation

If your name is  
**frequently mispronounced,**  
please fill out the information below:  
**(Please print clearly)**

**Name:** \_\_\_\_\_

**Phonetic Pronunciation:** \_\_\_\_\_

**(Example: Szewczyk pronounced Shev chick)**

Return this form to the Office of the Provost  
Academic Building 115

**by May 1, 2012**

## Special Needs Seating Request

Aquinas College Commencement  
Saturday, May 5, 2012

Individuals who cannot negotiate bleacher seating due to the use of a wheelchair, cane, or walker may request chair seating on the floor of the Sturuss Sports and Fitness Center for the Commencement ceremony by completing the form below and returning it to Lynn Atkins-Rykert in the Academic Building, Room 210, on or before April 27, 2012. One additional person may be seated with each special seating individual. Please note that Special Needs seating is located in the back of the venue for convenience of access to entrances/exits, restrooms, water, and assistance from AQ personnel, if needed.

The Sturuss Sports and Fitness Center doors will open at 12:30 pm. Please remember that **TICKETS ARE REQUIRED FOR ENTRY**. Please see the Ticket Policy and Information sheet for further details.

**Note:** Reserved special needs seating not claimed by 1:30 pm will be forfeited.

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Special Needs Seating Request  
Commencement 2012

Name of graduate: \_\_\_\_\_  
please print

Name of individual requesting special seating: \_\_\_\_\_  
\_\_\_\_\_ wheelchair    \_\_\_\_\_ walker    \_\_\_\_\_ cane    \_\_\_\_\_ other\*

\*If "other" is selected, please briefly describe \_\_\_\_\_

Name of accompanying individual: \_\_\_\_\_

Contact person: \_\_\_\_\_  
please print

Contact Phone(s): \_\_\_\_\_

Contact e-mail: \_\_\_\_\_

Return request to:  
Aquinas College  
Attention: Lynn Atkins-Rykert  
1607 Robinson Road, SE  
Grand Rapids, MI 49506

**Deadline: April 27, 2012**

Questions?  
Please call Lynn at 616-632-2924