



TO: Prospective 2022 Graduates

FROM: Mark Mountain, University Registrar

1. A schedule of Commencement Activities is included, listing dates and specific times of all events.
2. Baccalaureate service, Friday, May 6th at 7:30 p.m. in Centennial Chapel. Worship together with the senior class and families and a message from Dr. Chenoweth.
3. Commencement Convocation will be held in the Betty and Kenneth Hawkins Centennial Chapel on May 7th at 9:30 a.m. Admission to the seating area will be limited to four (4) guests for each graduate. Overflow seating and closed-circuit viewing will be in Chalfant Hall and Wisner Hall of Nursing Auditorium. Available overflow seating will not require a ticket.
4. Caps and gowns will be distributed **Thursday, April 28th, 8:30 a.m. to 4:30 p.m.** Burke Administration Building, Room 012. To receive your cap and gown and other important information, be sure all holds are cleared from your account before coming to Burke.
 - A. For May graduates, all work (including "incomplete" or "in progress" grades) must be completed, and official transcripts of transfer credits must be recorded in the Registrar's Office no later than Friday, April 29th. Any waivers and/or substitutions for any requirement must be approved in writing in the Registrar's Office. If you still have questions about your degree requirements, contact the Registrar's Office. If your graduation status has changed, please notify the Registrar's Office.
 - B. Accounts must be financially cleared (account paid in full) by Student Financial Services.
 - C. All students who have borrowed through the Perkins and/or Direct Stafford Loan Programs must complete Exit Counseling:
 - i. The **Perkins Loan Exit Counseling** information can be completed by contacting UNISA 800-875-8910 to complete an online exit.
 - j. The **Direct Stafford Loan Exit Counseling** may be completed at:
<https://studentaid.gov/app/counselingInstructions.action?counselingType=exit>
 - a. In the Complete Exit Counseling box, click "Log In to Start." You will be asked to enter your FSA username and password to proceed. Read through each page and follow all instructions.
 - D. All library books must be returned, and fines paid before receiving your cap and gown.
5. Graduation Announcements can be ordered online at www.herffjones.com/college/olivet
6. On the morning of Commencement, fresh cut flowers will be available for purchase in the lobby of the Centennial Chapel. To further contribute to a safe and efficient environment for everyone involved, we strongly encourage families and friends to take advantage of the online pre-order service. There is a contact-free customer experience for guests picking up their pre-purchased and reserved products.
<https://www.thecommentgroup.com/olivetnazarene/>
1. Contact the Registrar's Office if you have questions regarding these items or other concerns. We are expecting you for the Commencement ceremony. If for any reason you are not planning to participate, please notify the Registrar's Office, [mskinner@olivet.edu](mailto:m Skinner@olivet.edu) or 815-939-5107, as soon as possible.
2. For all commencement information, including area restaurants and hotel accommodations, visit <https://www.olivet.edu/events/commencement-2022>.