Graduation Details and Instructions for TRADITIONAL GRADUATES

The following is a list of activities for the day: MAY 11, 2013

One ceremony on the grounds of Central Baptist College
Reception 1:00 Mabee Student Services Building - Childers Dining Hall
Pictures 12:30 – 2:30 See “Photographer” below for more information
Line Up 2:30 Cooper Complex KB110
Ceremony 3:00 Parking lot between Bruce Hall and Watkins Admin Building
(no umbrellas during the ceremony)

Friends or family members who are unable to attend, may view the ceremony at
http://www.ustream.tv/channel/central-baptist-graduation

These steps are required before you may pick up your cap and gown:
The following is a list of information concerning exit exams, surveys, announcements, cap and gowns:

1. All traditional graduates are required to complete the GRADUATE SURVEY located at
   https://www.surveymonkey.com/s/RNZ7DV3. All graduates will answer the first 45 questions. If your degree
   is listed, you will answer an additional group of questions. Click on your degree to complete the survey, then
   SUBMIT.

2. If you have a student loan, you must complete the Financial Aid Exit Counseling at www.nslds.ed.gov.
   Contact Kerry Norris in the Financial Aid Office at 501-205-8837 or knorris@cbc.edu for additional assistance.

3. After you have completed step 1 and 2, your announcements, cap and gown and honor cord and medal (if
   eligible) will be available for pickup in the Bishop Bookstore located in the Mabee Student Services Building.
   If you are not currently enrolled, you may request these be mailed to you by contacting Gwenda Williams by
   email or phone at gwilliams@cbc.edu or 501-205-8879.

PHOTOGRAPHER
CBC will have a photographer on campus to capture you in your graduation attire, photos of you with your
Senior Walk brick, or a family photo on this special occasion. You may also request the photographer to take a
photo of you receiving your diploma. Be sure and visit with Donna Evans before the ceremony. She will be in the
lounge area of the Mabee Student Services Building between 12:30 and 2:30 pm. Please adhere to the following
time line by your last name:
   A – M 12:30 – 1:30
   N – Z 1:30 – 2:30

An information brochure and order form are attached and on the CBC website.
This is a dignified ceremony; therefore, we ask that you instruct your guests NOT to whistle or make extra noise during the program. There should not be any cap throwing at the end of the ceremony. There will be time for applause and celebration at the end of the ceremony.

Candidates for graduation will assemble in Cooper Complex KB110 at 2:30 pm, Saturday, May 11, 2013. Appropriate dress for men is white shirts, and dark ties, pants, socks, and shoes. Women should also wear in dark colors. DO NOT bring extra items to KB110, as the room will not be secure during the ceremony.

Index cards with the graduates’ names and honors will be distributed during lineup. Graduates will line up alphabetically within their degree in preparation to enter the ceremony. Dr. McAllister will practice saying your names to make sure his pronunciation is correct.

ENTRANCE TO CEREMONY
Before entering, make sure your tassel is on the right side. Candidates will line up behind the faculty and march to the ceremony. Leave about 8 feet between you and the candidate in front of you as you march to your seat. The faculty will sit in front of the candidates. Candidates will fill each row.

Men please remove your caps for the invocation and benediction. You will be instructed to sit after the invocation.

When Dr. McAllister announces, “Will the candidates please rise?” all candidates will stand.

When he announces “Chief Marshall, please present the candidates,” all sit down except the front row, which will turn to the left, exit the row and move to the steps on the west side of the stage. The first candidate will stop on the top step and hand Dr. McAllister their name card. The second candidate will remain at the bottom of the steps until the first candidate starts walking across the stage.

After your name is read, slowly walk across the stage to President Kimbrow, who will shake your right hand and present the diploma cover to your left hand. (Please pause if you have requested a photo to be taken.) Return to your seat. You will remain standing until the row is full and you are instructed to sit. Mr. Riddle will instruct each row when to stand and sit.

Dr. McAllister will ask all graduates to stand and move their tassel to the left. He will induct you into the Alumni Association.

You will be asked to remain standing for the benediction and men please remove your caps.

EXIT THE CEREMONY
President Kimbrow will lead the administration and faculty from the ceremony. The graduate on the first row on the inside aisle will then follow the administration and faculty. When the last person in each row is entering the center aisle, the next row will follow, etc.

If you get confused, just watch Mr. Riddle for directions.

DIPLOMAS
Diplomas will be available within two weeks after graduation upon confirmation by the Registrar that you have met the all requirements for your degree.
Donna Evans Studio
501.336.0074

Central Baptist College
Graduation Photography
Saturday, May 11, 2013
12:30-2:30

Donna Evans Photography will be on location to photograph CBC graduates beginning at 12:30 in the Student Services Building, adjacent to the reception area. Your photograph may include any or all of the following:

- Graduate only
- Graduate with Legacy Commemorative Brick
  - Graduate with family and friends
  - Graduate receiving diploma

The photo package options (see attached) will be only be available on May 11.

All photos will be available at a later date for online purchase at www.donnaevansstudio.com.

Please review the attached order form and make your plans to capture the day with great photographs that you will love forever! For your convenience, checks or cash, Visa, Mastercard, and Discover will be accepted for purchase.
Please print clearly!

Name ______________________________________________________________

Address __________________________________________________________________________________________

Email ___________________________________________ Phone ____________________ Cell _______________________

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pkg A</strong> 2-8x10, 2-5x7, 16 wallets</td>
<td>$55.00</td>
<td></td>
</tr>
<tr>
<td><strong>Pkg B</strong> 1-8x10, 2-5x7, 8 wallets</td>
<td>$45.00</td>
<td></td>
</tr>
<tr>
<td><strong>Pkg C</strong> 1-8x10, 2-5x7</td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td><strong>Pkg D</strong> 2-5x7, 8 wallets</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td><strong>Pkg E</strong> 2-5x7</td>
<td>$22.00</td>
<td></td>
</tr>
</tbody>
</table>

**ADD-ON ONLY TO ANY PACKAGE ABOVE!**

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pkg F</strong> 1-8x10</td>
<td>$18.00</td>
<td></td>
</tr>
<tr>
<td><strong>Pkg G</strong> 8 wallets</td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td><strong>Pkg H</strong> 16 wallets</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>E-pic to post on your Facebook page! 😊 E-mailed to you!</td>
<td>$8.00</td>
<td></td>
</tr>
<tr>
<td>1 digital image on cd with copyright</td>
<td>$55.00</td>
<td></td>
</tr>
</tbody>
</table>

**ADD>> $5.00**

All orders will be mailed to address printed above. Please be sure you have printed clearly!

**Total**

Method of payment: □ Check □ Cash □ Visa/Mastercard/Discover

www.donnaevansstudio.com