Take Pride

With hard work and commitment, great things can happen.

2017 Graduation Event Guide
June 2017 | North Hagerstown High School
To the graduates of the class of 2017,

Your graduation day is almost here. What will you remember most: walking across the stage to receive your degree, the smiles on the faces of your family and friends seeing you accomplish your goals, moving your tassel from the right to the left, or the nights staying up late to prepare for an exam?

As you begin thinking about the next step after graduation, remember the professors who made a difference and the classmates who came through a tough class with you. These lessons of teamwork and classwork are just as important to your future career as the academics.

When you are fitted with your cap and gown, remember the graduates and leaders who walked across the stage before you at the start of their educational journey.

Build upon the momentum from graduation and keep your passion for learning. I wish you well as you prepare to graduate and begin the next exciting chapter in your life.

Best regards,

W. Christopher Motz
Kaplan University President
Maryland Campuses
Graduation Schedule of Events

Time Zone: Eastern Standard Time
Location: North Hagerstown High School • 1200 Pennsylvania Avenue • Hagerstown, MD 21742

Sunday, June 4, 2017

Open House at the local Kaplan University, Hagerstown Campus
Kaplan University, Hagerstown campus will host an open house from 1:00 pm—3:00 pm on June 4, 2017. The open house is for graduates and their families who would like to see a Kaplan University campus and take a tour of the facility. The location of the open house is less than a half-mile away from the graduation ceremony venue, North Hagerstown High School. The address of the open house is:
Kaplan University, Hagerstown Campus
18618 Crestwood Drive
Hagerstown, MD 21742
Take the second University entrance located at the bottom of the hill on Crestwood Drive to park and enter the facility.

Sunday, June 4, 2017
Graduation Ceremonies

MORNING COMMENCEMENT
School of Business and Information Technology and School of Health Sciences

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>9:30 am</td>
<td>Anderson Photographs - Family Photos, High School Gymnasium</td>
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<tr>
<td>9:45 am</td>
<td>Graduate Check-in for Morning Ceremony, High School Gymnasium</td>
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<tr>
<td>10:00 am</td>
<td>Auditorium Doors Open for Morning Ceremony, Guest Seating</td>
</tr>
<tr>
<td>11:00 am–1:00 pm</td>
<td>Morning Commencement</td>
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AFTERNOON COMMENCEMENT
College of Social and Behavioral Sciences, School of Education, and School of Nursing

<table>
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<tr>
<td>1:45 pm</td>
<td>Graduate Check-in for Afternoon Ceremony, High School Gymnasium</td>
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<tr>
<td>2:00 pm</td>
<td>Auditorium Doors Open for Afternoon Ceremony, Guest Seating</td>
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<tr>
<td>3:00 pm–5:00 pm</td>
<td>Afternoon Commencement</td>
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Celebrate With Family and Friends, Near and Far

Twitter
Share your celebratory messages and photos with the Kaplan University community by including #KaplanGrad in your tweets.

Live Stream
Invite your friends and family to watch the graduation ceremony live on the Kaplan University Facebook page (facebook.com/KaplanHagerstownCampus). “Like” the Kaplan University Facebook page to stay connected and receive notifications on events and live videos. On graduation day, share the event to your timeline so others can celebrate your achievement with you.

During the 2017 Kaplan University Commencement Ceremony and events, all attendees may be photographed, videotaped, or filmed by authorized parties. The commencement ceremony and events will be broadcast on Facebook live via Kaplan University’s Facebook page. The attendance/admission of all participants and guests serves as permission for use of these images by Kaplan University. Commercial photography or filming is prohibited without permission of Kaplan University.
Helpful Hints

• **Be Prepared to Walk**—Before processing into the theater, you will line up in a holding area with your classmates. There is a moderate distance between the holding area and the auditorium, which does include stairs. If you or a family member needs any special accommodations please email marylandgraduation@kaplan.edu.

• **Do Not Arrive Earlier Than Requested**—While we encourage you to arrive early enough to become familiar with the area, if you do not have questions or do not require assistance, please refrain from arriving too early to avoid long wait periods.

• **Missing Items/Need to Exchange**—After visiting Graduate Check-In, if you are missing or need to exchange any items, please let the check-in attendants know.

• **Graduation Ceremony Reader Cards**—At Graduate Check-In, you will receive your graduation ceremony reader card, which contains your name and degree. Emphasis areas are not included, as these are not announced at the ceremony or listed in the graduation program. It is essential that you have your reader card with you at the ceremony.

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Share Your Success Story Today

At Kaplan University, we build futures one success story at a time. Please take a moment to share your story and let us know how you are doing by visiting Kaplan University’s student success portal at www.kaplanuniversity.edu/student-experience/alumni-stories.aspx.

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Graduation Day Information for Students

• **No Smoking**: The North Hagerstown High School campus is a SMOKE-FREE campus. Smoking is NOT permitted ANYWHERE on school property; this includes parking lots. Uniformed security will be patrolling the grounds and parking lots; if you, or anyone in your party, are found smoking, you will be asked to leave the campus.

• **Arrive Early**: All graduates must report to the Graduate Check-In area. Please advise your family against arriving ten minutes before scheduled ceremony as it will take a while to park, enter the building, and find a seat in the auditorium. Doors for seating in the auditorium for family and friends will open an hour before each ceremony. When graduates are entering the auditorium, guests arriving late will have to wait in the lobby for the procession to complete before entering the auditorium.

• **Graduate Check-In**: Upon arrival, please go directly to the check-in tables in the gymnasium area. Look for individuals in PURPLE Kaplan University polo shirts, who will direct you. Each graduate will check in and be directed to their appropriate lines for the processional. We ask that only graduates are in the check-in/graduate gymnasium area due to space limitations. Graduates, please remain in this area until the ceremony procession begins. Graduates may leave their coats and purses in the locker rooms but this is NOT a secure area. It is best to leave valuables with your family in the auditorium.
General Overview

Attire
• All students participating in the ceremony must wear regalia
• Tassel: Worn on cap and color-coded by program of study
  – Master’s-level and doctoral-level candidates: Place tassel on the LEFT side
  – Undergraduate-level candidates: Place tassel on the RIGHT side
• Wear low heels or flats as there are many stairs in the theater
• Dress attire for this event is business professional

Honors Regalia
Worn during the ceremony as part of the academic costume.
• Academic Honors: Earned based on enrollment cumulative grade point average (CGPA). Eligible graduates wear cords at the ceremony, which are distributed on site. Additionally, academic honors are acknowledged in the commencement program.
• Honor Society Regalia: Honor society members of all degree levels can wear their regalia at the ceremony.

Academic Hood
Master’s-level graduates will wear their hoods, which staff will help to put on correctly in the gymnasium. The hood's velvet border is color-coded by program of study and matches the cap's tassel.

Seating
Seating is open and on a first-come, first-serve basis. Theater doors will open for guest seating one hour prior to each ceremony. ADA-accessible seating is available within the theater for both graduates and guests with prior notification to marylandgraduation@kaplan.edu. Please be respectful of other graduates and guests and remain seated until the end of the ceremony.

Tickets
Guest tickets are required and can be picked up at Graduate Check-In. Children under 3 are not required to have a ticket as they are expected to sit on the lap of an adult. Graduates do not need a ticket.

Diplomas
Diplomas are not distributed at the graduation ceremony. Diplomas are automatically mailed by the Office of the Registrar approximately 8 weeks after graduates complete their final class and fulfill all program and financial requirements as stated in the University Catalog. For questions regarding diplomas, please email the Office of the Registrar at rsupport@kaplan.edu.

Anderson Photographs
Official photographers will take individual headshot photos of graduate, family, and/or group shots an hour and half before the ceremony, in addition to capturing the graduate on stage. After the ceremony, graduates will be emailed the photography website link, which will include the proofs and information about ordering prints. Graduates and guests may take photographs during the ceremony from their seats but are prohibited to take photos in the aisles of the auditorium.

Flower Sales
During each ceremony, there will be flowers for purchase. CASH ONLY.
Venue
North Hagerstown High School
1200 Pennsylvania Avenue
Hagerstown, MD 21742

Parking and Transportation
• Be patient with our parking attendants: They will be doing their best to assist you that day, but the parking lots fill up quickly. They will direct you and your guests as quickly as possible.
• Guests using wheelchairs may be dropped off and picked up at the front of the High School.

Things to Remember
• Check in at the gymnasium for the following items needed for the ceremony:
  – Commencement tickets (give to guests)
  – Reader card (keep this with you)
  – Honor Cords if GPA above 3.7
• Bring cap, gown, and tassel (use bobby pins to hold cap in place)
• Bring your hood (master’s and doctoral degrees only)
• Bring a camera, extra batteries, and phone charger
• Print necessary documents (airline boarding pass, hotel confirmation, etc.)
• Pack all items from the Graduate Checklist, including this Event Guide
• Do not bring personal items to the staging room as there is no place to store them
• Ask family/friends to hold your personal items during the ceremony
• Graduates are required to stay in the auditorium until the President confers the degrees at the end of the ceremony
• Allow extra time for traffic and parking to and from the airport and to and from the ceremony
• Eat before the ceremony to avoid feeling famished

Local Attractions
Visit www.visithagerstown.com for a list of local activities and restaurants in Hagerstown, MD. Also visit www.visitfrederick.org for Frederick, MD, and www.destinationgettysburg.com/index.asp for Gettysburg, PA.

Important Contact Information
Maryland Graduation Contact
Shannon Cianelli
Maryland Director of Career Services
marylandgraduation@kaplan.edu
301.766.3708

Graduation Center
Information and FAQ
Pertaining to the Graduation Ceremony and Weekend Events
http://www.kaplanuniversity.edu/hagerstownmaryland/graduation.aspx

Anderson Photographs
Commencement Ceremony Photography
http://www.andersonphotographs.com/Customer Service:
301.393.4515

Kaplan University Online Store
studentstore.kaplanuniversity.edu