

**THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO
SCHOOL OF NURSING**

Are you an August graduate or plan to be a December graduate of the School of Nursing? Please read all of the following memo:

The School of Nursing has always invited the August and December graduates to participate in the Special Exercises held by the School of Nursing in May. During Special Exercises we call graduates by name, and they have a chance to walk across the stage to receive a diploma. In addition, several student awards are presented. The purpose of this note is to invite you to attend, and to give you some preliminary information.

Special Exercises is usually scheduled on the day before the UNCG Commencement. It is tentatively scheduled for 10:00 a.m. on Thursday, May 11, 2006 in Fleming Gymnasium in the Health and Human Performance (HHP) Building on the UNCG campus. It lasts about one hour and 30 minutes. Graduates wear caps and gowns, and MSN graduates are hooded during the ceremony. Family members are invited, and there is no limit to the number who may attend from your family.

All Graduates: We will be contacting you in the spring semester with additional information because we will need to know if you plan to attend and if you anticipate needing seating or special arrangements for handicapped individuals in the Gym. Also, we will be sending you a request to nominate students for the awards mentioned above.

School of Nursing pins: There are both BSN and MSN versions of the School of Nursing pin available. Buying a pin is optional. The pins vary in price depending on the quality of gold and whether you purchase a guard. For information or an order blank, contact: Denyse Coker, Secretary to Dean Pearcey, at (336) 334-5016. If you decide at a later time that you would like to purchase a pin, you may contact the School of Nursing at the above number. The representative from the pin company usually visits the School early in the spring semester, either late January or early February, with samples. For guaranteed delivery in time for Special Exercises, orders are due at the time of the visit from the pin company. When the company makes a large number of pins, as they usually do for May graduation, there is a set fee. If you request or require a pin made at a different time, it is regarded as a special order, and there is an additional fee. Even if you graduate(d) in August or December, it will be to your financial advantage to submit your pin order with the bulk order. Thus, I would suggest you keep that in mind, and plan to complete your order by late January. Ms. Coker can answer additional questions for you. There will be signs up in the School of Nursing lobby in advance of the pin company representative coming, but please call if you have questions.

Sigma Theta Tau Honor cords: These are optional. If you are a member of Sigma Theta Tau and plan to participate in Special Exercises, you may want to wear these cords, which are worn with the cap and gown. Please go ahead and order them by going to the Sigma Theta Tau web site www.nursingsociety.org. Choose "Catalog of Products," then "Society Products," then "Gifts." Or, if you wish, contact an officer of the chapter at the School of Nursing to see if there will be a bulk order placed this year. The cost is around \$10.

UNCG Honor cords: UNCG recognizes students who graduate with honors, based on their GPA. The policy describing this is outlined in of the 2005-2006 Undergraduate Bulletin. Look up "Graduation with Honors" in the index. To quote from the policy: "Any senior is eligible for honors who, at the end of the senior year, has completed at least 45 hours of work in residence at UNCG. This does not include hours for which credit and grade points have been received by special examinations." Students graduating with honors may wear Honor cords with their caps and gowns during Commencement and Special Exercises. Honor cords are purchased through the bookstore.

Caps and Gowns: Caps and gowns are obtained through the UNCG Bookstore. If you purchased one for the December University ceremony, you might want to keep it until you decide if you will participate in the May Special Exercises.

Diplomas: At the Special Exercises ceremony we present all graduates with empty diploma covers. December and August graduates have already received their diplomas. The Office of the Registrar will mail diplomas for May graduates within a week or two of Commencement.

BSN and RN to BSN Graduates: Each year, the BSN graduates have a class picture made; you may have seen the composites from previous years hanging in the School of Nursing building. If you would like to be included in the photograph, note that the photographer is on campus in **December** or **early** in the spring semester. Participation is optional, however, there is a cost and you must reserve a sitting time. Arranging for the photographer is an activity of the generic BSN class, and the date of the sitting will not be known until late in the fall semester. If you are interested in specifics about the photograph, please call my office or my secretary's office (see below for telephone numbers) so we can put your name on the list. *If you call after November 30 it will probably be too late, so please plan ahead!*

Immunization records: The School of Nursing does not have enough room to store every student's immunization records indefinitely. If you graduated in August, or will graduate in December, you may pick up your immunization records any time after the first day of exams in December, until the following February 15, during regular business hours (8:30 a.m. – 4:30 p.m.), from Karen Gilbert's office, room 123 (Undergraduate Advising Office) in the School. You will need to bring picture identification with you (Driver's License, UNCG ID, etc.) If you are coming from a long distance, I suggest you telephone first to make certain there will be someone here who can give you the records. Usually, one of us is here, but on rare occasions, Karen Gilbert and I are both out of the office. Karen's number is (336) 334-5288. Students who graduate in May may pick up their immunization records from the first day of exams, until July 15.

Records not picked up during the designated time will be destroyed. If you are graduating from the undergraduate program and plant to go directly on to the graduate program in the School you are responsible for picking up your medical records at the end of your undergraduate work and resubmitting the records to the School when you begin your graduate clinical courses.

Your responsibilities: Our office is eager to work with you, and hope you feel free to call or email with questions. *However, you must keep track of these deadlines. If we do not hear from you, we must assume that you do not want a pin, or do not want an honor cord, or do not want to be in the photograph, etc.*

If you have questions, do not hesitate to telephone my secretary Annemarie Morrison at (336) 334-5280 or me at (336) 334-5282, or you may email me at Virginia_Karb@uncg.edu

Sincerely,

Virginia B. Karb, PHD, RN
Associate Dean

Updated 6/21/05