

## Important Information for Graduates

### Caps and Gowns

Caps and gowns will be ordered after graduates complete their graduation application. The regalia will be available in the Registrar's Office in the spring semester. After pick-up, let the Registrar's Office know if there are any problems with the cap and/or gown. These are not rental items and do not have to be returned after the ceremony.

### Invitations

To place an Order for your Emmanuel College Graduation Invitation package, please follow the link below:

<http://lifesprings.presswise.com/login.php?returnURL=%2Faccount%2Findex.php>

On the Login Page, click on the "sign up" link to create an account. If you currently have an open account with LifeSprings Resources, please contact one of our Customer Service Representatives to receive your User ID and Password. After you have created an account and are logged in, click on the "Catalog" button. This will take you to the EC Graduation Invitation & Envelope templates. Then click on the Graduation Invitation template and follow the directions. Once completed and added to cart, return to the Catalog page to place your order for Graduation Envelopes. Graduation Envelopes are included and no extra charge. Once both items are in cart, click "Proceed to Checkout" to complete the transaction. If you have any questions, please contact one of our Customer Service Representatives at (706) 245-3138 for Kathy Beacham.

### Graduation Pictures and Videos

#### Pictures:

Group pictures will be made on Saturday Morning, May 4 at 9:00 a.m. on the steps of the Aaron Building. Be prompt and dressed in your cap and gown for a group pictures with your class and department. Individual photos will be made on stage during the ceremony. Photography is provided by Joseph Brookshire. Click [here](#) for order form.

#### Video:

The graduation ceremony is recorded by our Communication department and a DVD will be available for ordering. Click [here](#) for order form.

### Diploma

Graduates will receive their diploma from Dr. White as they cross the stage unless they have summer courses remaining, an outstanding financial obligation, including library obligations and student fines, Cultural Awareness Program events remaining, or have not completed Financial Aid Exit Counseling.

Summer graduates will participate in graduation activities but will not receive their diploma until all required courses have been completed and transcripts received from other institutions.

## **Transcripts**

Transcripts may be requested at [www.getmytranscript.com](http://www.getmytranscript.com). Telephone and email requests will not be accepted. There is a fee for all transcript requests. Requests cannot be made from a cell phone.