

CHRISTOPHER NEWPORT COLLEGE
Office of the Registrar

MEMORANDUM

TO: Candidates for Degrees in May, 1974
FROM: Registrar
SUBJECT: Commencement

This memorandum is to let you know what you need to do between now and commencement.

1. Be sure you have paid your graduation fee (\$5.00 for associate's and \$10.00 for bachelor's). This must be paid by Thursday, May 16.
2. Pick up regalia on Thursday, May 16, in the Reference Room of the Library between 10:00 and 11:00 A.M. or after rehearsal until 1:00 P.M.

NOTE: Cost of Regalia

Cap and gown for Associate's Degree - \$5.00
Cap, gown, and hood for Bachelor's Degree - \$10.00

This should be paid in the Business Office before you pick up regalia.

3. Rehearsal is at 11:00 A.M. on Thursday, May 16, in the Campus Center Theatre. Please let Mrs. Mitchell know if you cannot attend rehearsal.
4. Friday, May 17, is Recognition Evening for seniors. A gala evening has been planned for graduates and their spouses or dates. Please let Mrs. Mitchell know if you cannot attend.

The program for the evening is as follows:

7:00 P.M. Reception for seniors, guests, and faculty - Campus Center Dining Room.
8:00 P.M. Recognition and Awards - Campus Center Theatre
8:45 P.M. Concert: Governor's Palace Orchestra with Miss Ann Rowe, soloist.

5. Commencement will be held on Sunday, May 19, 1974, at 2:30 P.M. in the Hampton Roads Coliseum. Graduates should plan to be at the Coliseum no later than 2:00 P.M.
6. Announcements are on sale in the Bookstore for 25¢ each. There is no limit on the number you may buy.

7. Tickets for reserved seating for your guests are available in this office. Each student may have up to seven tickets. You are requested to take no more than you need so that those who need extras may have them. We will give extras on a first come, first serve basis.
8. Those who wish to keep tassels should pay 50¢ when they pick up regalia. Please do not pay this fee to the Business Office.

NOTE: Please be aware that the graduation and/or regalia fee must be paid prior to commencement (by Thursday, May 16). No degree will be conferred for any candidate in financial arrears to the College (includes tuition, library or parking fines, payment for regalia, graduation fee, etc.).

IF YOU DO NOT PLAN TO ATTEND COMMENCEMENT, AND HAVE NOT NOTIFIED US, PLEASE LET MRS. MITCHELL KNOW AT ONCE.

May I wish each of you the very best as you receive your degree.

Jane C. Pillow

May 6, 1974