Dear Members of the Class 2017,

You have worked hard, sacrificed much, learned a great deal, and are now ready to move into the next phase of your life and career. Commencement is an opportunity to celebrate your academic success with family and friends.

To highlight this special moment in your life, Mercer University has worked diligently to plan a ceremony befitting the more than 1,400 students who will graduate on May 13.

This handbook is designed to help you, your family and friends to prepare for this special and eventful day, providing all the information you need to make your graduation uncomplicated and memorable.

The Commencement ceremony will be held outdoors on the upper field of the Cecil B. Day Graduate and Professional Campus and will include graduates from Atlanta and the Atlanta Area Regional Academic Centers. Including the graduates, their family and friends, and Mercer faculty and staff, we expect 8,000 to 9,000 people to attend the ceremony.

Congratulations on this outstanding achievement! We look forward to seeing you on May 13.

Sincerely,

William D. Underwood
President
### PREPARATION DATES

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline to Order Caps, Gowns and Hoods</td>
<td>Friday, March 17</td>
<td>4:00 p.m.</td>
<td>Online</td>
<td>Order at herffjones.com/college/mercer.</td>
</tr>
<tr>
<td>Deadline to Request a Mobility Impaired Parking Pass</td>
<td>Friday, April 14</td>
<td>12:00 p.m.</td>
<td>Online</td>
<td>One pass may be requested by filling out the online form.</td>
</tr>
<tr>
<td>Correct Mailing Address Updates</td>
<td>Friday, May 5</td>
<td>4:00 p.m.</td>
<td>Registrar’s Office</td>
<td>Official diplomas will be mailed to graduate’s address on file.</td>
</tr>
<tr>
<td>Caps and Gowns Should be Picked Up</td>
<td>Monday, April 24</td>
<td>See Note</td>
<td>Atlanta Bookstore</td>
<td>Hrs: Mon. – Thurs., 9 a.m. – 6 p.m.; Fri., 9 a.m. – 3 p.m.</td>
</tr>
</tbody>
</table>

### PRE-COMMENCEMENT EVENTS

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Pharmacy Pinning Ceremony</td>
<td>Monday, May 8</td>
<td>2:00 p.m.</td>
<td>Sheffield Center</td>
<td>Reception following on the Quad</td>
</tr>
<tr>
<td>Tift College of Education Hooding Ceremony</td>
<td>Thursday, May 11</td>
<td>4:00 p.m.</td>
<td>Atlanta Administration and Conference Center Auditorium</td>
<td>Reception following in Davis Lobby</td>
</tr>
<tr>
<td>Penfield College Ph.D. Hooding Ceremony</td>
<td>Thursday, May 11</td>
<td>6:00 p.m.</td>
<td>Atlanta Administration and Conference Center Auditorium</td>
<td>Reception following on 2nd Floor Atrium</td>
</tr>
<tr>
<td>School of Business Honors Ceremony</td>
<td>Thursday, May 11</td>
<td>6:30 p.m.</td>
<td>Trustees Dining Room</td>
<td></td>
</tr>
<tr>
<td>College of Nursing Hooding and Pinning Ceremony</td>
<td>Friday, May 12</td>
<td>9:00 a.m.</td>
<td>Second-Ponce de Leon Baptist Church</td>
<td>Reception following</td>
</tr>
<tr>
<td>College of Health Professions Hooding Ceremony</td>
<td>Friday, May 12</td>
<td>10:00 a.m.</td>
<td>Sheffield Center</td>
<td>Reception following on the Quad</td>
</tr>
<tr>
<td>College of Pharmacy Hooding Ceremony</td>
<td>Friday, May 12</td>
<td>2:00 p.m.</td>
<td>Sheffield Center</td>
<td>Reception following on the Quad</td>
</tr>
<tr>
<td>School of Theology Commissioning Service</td>
<td>Friday, May 12</td>
<td>8:00 p.m.</td>
<td>Smoke Rise Baptist Church</td>
<td>Reception at 6:30 p.m. (by invitation only)</td>
</tr>
</tbody>
</table>

### COMMENCEMENT – SATURDAY, MAY 13, 2017

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Reserved Parking Areas Open</td>
<td>6:30 a.m.</td>
<td>For locations, see Campus and Parking Map on page 10.</td>
</tr>
<tr>
<td>Guest Parking Areas Open and Shuttle Service Begins</td>
<td>6:30 a.m.</td>
<td>For locations, see Campus and Parking Map on page 10.</td>
</tr>
<tr>
<td>Graduates Report to Sheffield Center</td>
<td>7:00 a.m.</td>
<td>Registration and Preparation at Sheffield Center</td>
</tr>
<tr>
<td>Graduation Procession to the Event Area Begins</td>
<td>8:00 a.m.</td>
<td>Processional begins at Sheffield and proceeds to the event area.</td>
</tr>
<tr>
<td>Commencement Ceremony Begins</td>
<td>8:30 a.m.</td>
<td>Graduates are seated and the Commencement ceremony begins.</td>
</tr>
<tr>
<td>Approximate Time of Ceremony Conclusion</td>
<td>11:00 a.m.</td>
<td></td>
</tr>
<tr>
<td>Shuttle Service Ends</td>
<td>1:00 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

All graduates participating in the Commencement ceremony must arrive at Sheffield Center by 7:00 a.m. in caps and gowns ready for the event. Caps, gowns and hoods should have been ordered by March 17, and should be picked up at the Mercer Bookstore on or after April 24.
Dr. Hewitt W. “Ted” Matthews is senior vice president for health sciences and dean of the Mercer University College of Pharmacy. He has led the College of Pharmacy for 27 years — the University’s longest-serving academic dean — and served the University for 44 years.

Dr. Matthews began his association with Mercer as a student. He earned a degree in chemistry from Clark College (now Clark Atlanta University) in 1966, though he already was enrolled in Mercer’s Southern School of Pharmacy, graduating in 1968 with a Bachelor of Science in Pharmacy degree. He received his M.S. and Ph.D. degrees (1971 and 1973 respectively) in pharmaceutical biochemistry from the University of Wisconsin in Madison, where he was a National Institutes of Health Pre-Doctoral Fellow and a Fellow of the American Foundation for Pharmaceutical Education. His alma mater in the fall of 2015 awarded him with a Citation of Merit, one of the highest awards given by the University of Wisconsin at Madison. He completed postdoctoral work at the Centers for Disease Control and Prevention in the Hospital Infectious Disease program.

He joined the faculty of Mercer’s School of Pharmacy in 1973. His commitment to teaching excellence earned him the Outstanding Teacher Award. Over the next decade, he held a number of administrative as well as faculty positions, including associate dean for the School of Pharmacy and assistant provost of the University. After serving for a year as interim dean, he was appointed dean of the School of Pharmacy in 1990. Over the years he has received numerous awards from state and national pharmacy and pharmacy education organizations.

Dr. Matthews was instrumental in establishment of the Mercer Health Sciences Center, and in 2012, was named senior vice president for health sciences, in addition to his responsibilities as dean of the College of Pharmacy.

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CONFIRM MAILING ADDRESS

If you have had a change in your home or mailing address since registration with the University, it is important to notify the Registrar’s Office (Atlanta) immediately to assure graduation correspondence and documents are sent to your correct address. To confirm your correct mailing address, please contact the Registrar’s Office at (678) 547-6136 or jordan_e@mercer.edu.

REQUIREMENTS FOR GRADUATION

Please read carefully the following concerning degree requirements and eligibility to participate in the graduation ceremony. (Receipt of this Commencement handbook does not certify the completion of degree requirements, nor does it confirm eligibility to march in the graduation exercises.)

• A degree will be awarded only to students who have satisfied all requirements of the University and the school/college certifying the degree.
• All obligations to the University must be satisfied prior to the issuing of diplomas. This includes the returning of library books and other University property to the appropriate offices and payment in full of outstanding indebtedness (tuition balances, parking fines, library fines, etc.).
• Honors printed in the program are based on grades earned through the 2016 fall semester. Refer to the Mercer Catalog for information on the calculation of University honors. Mercer will provide cords to indicate specific undergraduate Latin honors.

CAPS, GOWNS AND HOODS

As previously notified, all graduating students must wear academic regalia in the ceremony. You should have ordered and purchased your regalia by March 17, 2017. It is important that caps, gowns and hoods be uniform in appearance. It will not be possible to “borrow” regalia from previous graduates as it will not match. You may pick up your ordered regalia from the Mercer Atlanta Bookstore beginning April 24. Be sure to try on and press your regalia before the ceremony.

Mercer Atlanta Bookstore
Monday - Thursday, 9 a.m. – 6 p.m.
Friday, 9 a.m. – 3 p.m.
(678) 547-6350

PROFESSIONAL PHOTOS

GradImages, a professional photographer, will photograph each graduate as they receive their diploma. A photograph of the occasion will be available should you choose this option. Visit GradImages at www.gradimages.com. (Mercer University is not involved in this process.) Commencement event photos, by the University photographer, can be viewed and purchased at gallery.mercer.edu/Gallery/Events/CommencementEvents.
RECOMMENDED ATTIRE
In general, dress for comfort and the weather. Men should wear dark slacks, dark shoes, and a shirt with a white collar. Women should wear comfortable dark dress shoes (high heels are not a good idea; flats are best for walking on the stairs and lawns) with a dress or skirt that does not show below the gown, or dark slacks and a blouse. Layered clothing is a good strategy. Sunglasses could prove useful, but please remove them for your photograph and before walking across the stage to receive your diploma.

COMMENCEMENT ETIQUETTE
Commencement is a special event for both the graduates and their guests. During this time, Mercer requests that all participants and guests respect the importance of this occasion with the proper decorum.

In order to maintain propriety of this event, it is important that all cell phones are turned off or on “silent” during the entire ceremony, including the processional.

ASSEMBLY OF GRADUATES
Graduates must arrive at Sheffield Center by 7:00 a.m. for registration, line-up and instructions for the ceremony. Graduates will begin the processional walk from Sheffield to the event area at 8:00 a.m. There is no formal rehearsal for the Commencement ceremony, so being on time at 7:00 a.m. for line-up and instructions is crucial. Please do not plan to leave valuables in Sheffield. You may wish to arrange for family or friends to take care of them for you.

DIPLOMAS
At the Commencement ceremony, only diploma covers will be handed to graduates as they cross the stage during the ceremony. Actual diplomas will be mailed to your permanent address of record after the final graduation degree requirements have been completed and certified. If your address of record is no longer correct, email changes to the Registrar’s Office (Atlanta) at jordan_sz@mercer.edu.

GUEST PHOTOGRAPHY
To avoid blocking the view of other seated guests during the ceremony, there will be a roped-off area (on the left side of the stage, facing the platform) for families and friends to photograph graduates after they receive their diplomas.

Space is limited within the roped-off photography area. Guests taking photographs should go to the roped-off area only when your school or college is announced and return to the seating area immediately after you have moved past.

SEVERE WEATHER
In the event of intense rain or other severe weather, Commencement may be delayed or canceled. If the weather is uncertain, you may check the status by calling the University Hotline at (678) 547-6111 after 5:00 a.m. on the morning of Commencement. The Hotline will have regular updates to announce any delays or cancellations due to weather alerts. The University will also post updates to the Commencement schedule via its official Facebook and Twitter (@MercerYou) accounts. You may also check the Mercer website at www.mercer.edu, or sign up for direct text alerts sent to your mobile phone by registering for text alerts at it.mercer.edu/student and look for “Emergency Alert Registration” under “Most Popular Topics.” Sign up in plenty of time prior to the event, because new registrations are not active until after 48 hours.

The ceremony begins promptly at 8:30 a.m. It is crucial for graduates to be at Sheffield Center at 7:00 a.m. for preparations.

Being an outdoor event, if there happens to be a cancellation or postponement due to severe weather, announcements will be made no later than 5:00 a.m. the day of the ceremony.
DRIVING DIRECTIONS

From I-85 North: If traveling north on I-85 from downtown Atlanta, take Exit 94 (Chamblee-Tucker Road) and turn right. Then turn right on Mercer University Drive and will be directed into the Graduated Reserved Parking areas. (See map on page 10.)

From I-85 South: If traveling south on I-85 from outside the perimeter, take Exit 94 (Chamblee-Tucker Road) and turn left. Then turn right on Mercer University Drive toward the campus. Graduates with an Orange Parking Pass should continue straight on Mercer University Drive and will be directed into the Graduated Reserved Parking areas. (See map on page 10.)

From I-285: If traveling on I-285 east or west, take Exit 33 to I-85 south toward Atlanta, inside the perimeter. Take the first exit, Exit 94, to Chamblee-Tucker Road, and turn left. Then turn right on Mercer University Drive. Graduates with an Orange Parking Pass should continue straight on Mercer University Drive and will be directed into the Graduated Reserved Parking areas. (See map on page 10.)

LOCAL ACCOMMODATIONS

Some local accommodations are listed for your information. Contact the hotels for details.

Double Tree
Atlanta at North Druid Hills
(404) 321-4174
Crowne Plaza Atlanta
Perimeter-Ravinia
(877) 270-1393 or
(770) 395-7700
Hampton Inn
Northlake
(770) 493-1966
Sheraton
Atlanta Perimeter North
(404) 364-3000
Marriott Courtyard
Executive Park
(404) 728-0708
Marriott Courtyard
Northlake
(770) 938-1200
Marriott Courtyard
Perimeter Center
(770) 393-1000

PARKING FOR GRADUATES

Parking for Commencement will include spaces on the Atlanta Campus, as well as overflow in the University Office Park. Special parking passes are required for graduates to park on campus. You can pick up your parking pass from the bookstore when you pick up your academic regalia beginning April 14. All graduates can have an Orange Parking Pass. You should enter through the Mercer University Drive entrance where you will be directed to Reserved Parking. Before arriving on the campus the morning of the ceremony, please place your parking pass on the left side of your car dashboard so that it will be clearly visible to police officers directing traffic. Without this parking pass you will not be admitted to the Reserved Parking areas; however, you may park in the designated Guest Parking areas. (Note: Guests may arrive in the same vehicle as a graduate with a parking pass and park in the space reserved for graduates.) (See map on page 10.)

PARKING FOR GUESTS

Assistance in parking will be provided as guests approach the designated Guest Parking areas on Flowers Road South. Shuttle buses will be provided to transport guests from the parking lots to the Commencement event area. A more detailed parking plan and map, which graduates can provide to their guests, is on page 10.

PARKING FOR GUESTS

For guests with mobility impairment, there will be a reserved parking area in the campus East lot adjacent to the Commencement event area. To enter this lot, guests MUST HAVE a Mobility Impaired Parking Pass distributed by Mercer University. Only one Mobility Impaired Parking Pass will be issued per graduate. To provide ample time for delivery, requests for a Mobility Impaired Parking Pass must be made no later than April 14, 2017. To request this parking pass, you must fill out an online form at commencement.mercer.edu/ atlanta/. It can be found under Parking or Accommodations for Guest with Disabilities. The parking pass and driving instructions will be mailed directly to the address of the graduate’s mobility impaired guest.

Along with reserved parking, Mercer offers a special area for seating mobility impaired guests. Space in this section is very limited and always reaches capacity, so tickets are required to enter this area. For individuals accompanying a mobility impaired guest, there are only two (2) “sit with” tickets available for each graduate. No exceptions to this number of tickets can be made. These tickets may be ordered on the same form requesting a Mobility Impaired Parking Pass noted above.

For guests needing accommodations unrelated to mobility, please contact Yiskah Tucker at (678) 547-6824 or tucker_yg@mercer.edu no later than April 23, 2017. In all situations, a good faith effort will be made to provide appropriate accommodations upon request.

All graduates can have an Orange Parking Pass that can be picked up from the bookstore beginning April 24. No parking pass is needed for guests.
**Campus and Parking Map**

**Commencement Parking and Shuttle**

Mercer University’s Cecil B. Day Graduate and Professional Campus is located just east of the Chamblee-Tucker Road exit from Interstate 85.

If traveling NORTH on I-85 from downtown Atlanta, take Exit 94 (Chamblee-Tucker Road) and turn right. You will be directed to the appropriate parking areas.

If traveling SOUTH on I-85 from outside the perimeter, take Exit 94 (Chamblee-Tucker Road) and turn left, and proceed toward the right lane. You will be directed to the appropriate parking areas.

**Guests**
- Will be directed to turn onto Flowers Road South and into the Open Yellow Parking areas with regular guest parking. Bus stops are designated in the circular, multi-colored parking lots.

**Mobility Impaired Guests**
- Will be directed to turn onto Woodcock Boulevard and proceed toward the right lane. You will be directed to the appropriate parking areas.

**Reserved Parking**
- Will be directed to turn onto Flowers Road South and proceed toward the right lane. You will be directed to the appropriate parking areas.

**Open Parking**
- Will be directed to turn onto Flowers Road South and proceed toward the right lane. You will be directed to the appropriate parking areas.

**Shuttle Bus Stops**
- (Circles noted in purple, red, blue, yellow, and green)

**Graduates Orange Pass**
- Must enter from Mercer University Drive.

**Faculty Parking**
- (Reserved)

**Staff Parking**
- (Reserved)

**Graduates**
- Must enter from Mercer University Drive.

**Graduates Orange Pass**
- (Reserved)

**Faculty**
- Parking (Reserved)

**Guest Parking**
- Open Parking in Yellow

**Staff**
- Reserved Parking in Green

**Shuttle Bus**
- Pick Up and Return (BS)

**Graduates**
- Report to Sheffield Building at 7:00 a.m.

**Graduates**
- Orange Pass Parking (Reserved)

**Graduates**
- Commencement Event Area

**Faculty**
- Parking (Reserved)

**Guest Parking**
- Open Parking

**Commencement**
- Ceremony Begins at 8:30 a.m.
Below is a selection of Mercer University and related contacts that may help in your preparation for the upcoming Commencement.

Registrar’s Office (Atlanta)
Graduation eligibility and address confirmation
(678) 547-6136
jordan_sz@mercer.edu

Atlanta Commencement Website
Atlanta Commencement important dates and updates
commencement.mercer.edu/atlanta/

Mercer University Website
General University information and inclement weather updates
www.mercer.edu

Requests for Mobility Impaired Parking Pass
commencement.mercer.edu/atlanta/

Mercer Weather Hotline
Changes to Commencement schedule due to severe weather
(after 5:00 a.m. on May 13)
(678) 547-6111

Mercer Police
Parking arrangements
(678) 547-6358

Mercer Bookstore
Pick-up of academic robes, regalia and Mercer merchandise
(678) 547-6350
herffjones.com/college/mercer

GradImages
Graduation photographs
www.gradimages.com

University Event Photos
Commencement images

In order to maintain propriety of the event, all cell phones should be off or on “silent” during the entire ceremony, including the processional.

1. Why do graduates have to arrive so early?
   The logistics of a graduation ceremony are very complex, and getting more than 1,000 graduates signed in, lined up and staged for the procession is time consuming. Coffee and light food will be available for purchase at Sheffield Center while graduates are preparing for the procession.

2. As a graduate, can I bring family and friends with me in my car, so we can park closer to the Commencement event area?
   We encourage you to bring as many guests as possible in your car. This helps reduce congestion.

3. What if I have a guest who needs mobility impaired parking?
   You must obtain a special Mobility Impaired Parking Pass (limit one per graduate) for a disabled guest who needs close proximity parking. The pass must be requested by completing a Mobility Impaired Request Form found on the Atlanta Commencement website at commencement.mercer.edu/atlanta/. The form must be completed no later than April 14, 2017. The pass will be mailed directly to the mobility impaired guest.

4. Can I depend on Mercer to alert me regarding dangerous weather issues which might delay or cancel the ceremony?
   Weather is difficult to predict. However, safety is the most important consideration in making weather related decisions, so if dangerous weather is in the vicinity, the ceremony may be delayed or canceled. If the weather is uncertain, you may check the status by calling the University Hotline at (678) 547-6111 after 5:00 a.m. on the morning of Commencement. The Hotline will have regular updates to announce any delays or cancellations due to weather alerts. The University will also post updates to the Commencement schedule via its official Facebook and Twitter (@MercerYou) accounts.

5. What if it is very hot?
   Beginning the program at 8:30 a.m. will allow the program to end before the warmest part of the day. Graduates will be provided with a bottle of water at their seat, and water will be available for all.

6. Is the guest parking and shuttle convenient?
   We will be providing parking for thousands of vehicles, so parking lots all around the campus will be used. We have arranged for attendants and police to guide guests into the parking areas, and will have buses running continuously before and after the ceremony to shuttle guests. (See map on page 10.)

7. Refreshments, University Apparel and Mementos, Flowers?
   The MAC and the Mercer Bookstore will be open; also, light refreshments (Carlyle’s), University memorabilia, and apparel (Mercer Bookstore), and flowers (Citad Flowers) will be available for sale on the field.
Cecil B. Day Graduate and Professional Campus

3001 Mercer University Drive
Atlanta, Georgia 30341
www.mercer.edu