

# Helping Seniors: Countdown to Commencement



Experience Southeast...  
*Experience Success*

**Leon Book, Director**  
**Student Transitions &**  
**First-Year Experience**

**Southeast Missouri**  
**State University**  
**Cape Girardeau**



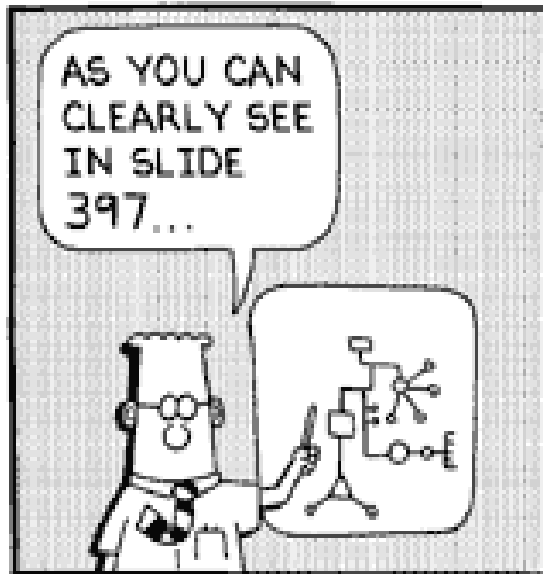
# Bear with me...

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*The Night Before the Big Meeting Frank  
Receives a Visit from the PowerPoint Fairy.*

# Promise...



www.dilbert.com scottadam@aol.com



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# Southeast Missouri State University





# Southeast Missouri State University Service Region





# More Southeast Facts...

- **Founded in 1873**
- **Located in Cape Girardeau, MO, a city of ~40K on the Mississippi River between St. Louis and Memphis**
- **Comprehensive regional state university**
- **Moderately selective admission criteria**
- **Average ACT: 22.5**

**Southeast**  
Missouri State University™



# More Southeast Facts...

- **10,800 Students (sixth consecutive year of record enrollment)**
  - **86.7% from Missouri**
  - **~3.0% international students**
- **Record first-year student enrollment: 1,835**
- **~2,600 residential students**
- **~1,100 students at regional campuses**
- **85.6% Caucasian**
- **59.4% Female**

**Southeast**  
Missouri State University™



# Countdown to Commencement (C2C)

- **Genesis**
- **Planning**
- **Publicity**
- **Delivery**
- **Assessment**





# C2C: Genesis

- **SIT 2006: St. Louis**
- **“Senior Orientation”**
  - **Inaugural effort: Spring 2007**
- **Became “Countdown to Commencement” as of Spring 2008**
  - **Result of assessment suggestions**



# C2C: Planning

- **Original Planning Group:**
  - **Director, Student Transitions (yours truly)**
  - **Registrar**
  - **Assistant Director for New Student Programs**
- **Expanded Group: Original Three plus:**
  - **Assistant Registrar/Graduation**
  - **Director of Marketing/Alumni Services**
  - **Assistant Director for Career Linkages**



# C2C: Planning Considerations

- **Agenda/Presenters: Who? How much information?**
- **Dates/Times/Venues**
- **Technical Issues: projection, Internet access**
  - **Subsequently: Remote/ITV sites**
- **Publicity strategies**
- **Assessment**



# C2C: Publicity

- **E-mails:**
  - **2,400+ students with 90+ hours**
  - **Instructors of select senior-level courses**
  - **Professional Advisor Team**
  - **Academic Deans and Department Chairs**
- **Portal/Newswire announcements**
- **News releases to campus newspaper and wider media outlets**
- **Career Linkages' Facebook & MySpace pages**
- **Sandwich Boards**
- **Word of Mouth: friends, advisors, instructors, etc.**
- **Flyers across campus**

# C2C: Publicity—Flyers



## Countdown to Commencement Fall 2008

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Day/Date	Time	Location
Tuesday, September 16	6:00 p.m.	Dempester Hall Glenn Auditorium DH105
Wednesday, September 17	12:00 noon	Dempester Hall Glenn Auditorium DH105
Thursday, September 18	4:00 p.m.	Dempester Hall Glenn Auditorium DH105
Wednesday, September 24	12:00 noon	Dempester Hall Glenn Auditorium DH105
Wednesday, September 24	1:30 p.m.	Dempester Hall Glenn Auditorium DH105
Friday, September 26	10:00 a.m.	Dempester Hall Room 108—TV to Regional Campuses and St. Louis

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### AGENDA OF ACTIVITIES

**Welcome and Overview**  
Leon Book, Director of Student Transitions & First-Year Experience  
Sandy Hinkle, Registrar


**Final Steps to Graduation**  
Julie Grueneberg, Assistant Registrar/Graduation

**Next Step: Post-Graduation Preparation**  
Nolan Brunsworth, St. Louis Career Specialist  
Warren Skinner, Assistant Director for Career Linkages

**Staying Connected: Services for Alumni**  
Karen Grebing, Director of Marketing, Alumni Services

**Individual Exploration & Follow-up**  
Speak to representatives of various offices and departments about your particular situation

Created 3/4/08  
Revised 5/12/08



## Countdown to Commencement Spring 2009

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Day/Date	Time	Location
Tuesday, February 17	6:00 p.m.	Dempester Hall Glenn Auditorium DH105
Wednesday, February 18	12:00 noon	Dempester Hall Glenn Auditorium DH105
Thursday, February 19	4:00 p.m.	Dempester Hall Glenn Auditorium DH105
Tuesday, February 24	3:30 p.m.	Scully 210A—TV to Regional Campuses
Wednesday, February 25	12:00 noon	Dempester Hall Glenn Auditorium DH105
Wednesday, February 25	1:30 p.m.	Dempester Hall Glenn Auditorium DH105

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### AGENDA OF ACTIVITIES

**Welcome and Overview**  
Leon Book, Director of Student Transitions & First-Year Experience  
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**Staying Connected: Services for Alumni**  
Karen Grebing, Director of Marketing, Alumni Services

**Individual Exploration & Follow-up**  
Speak to representatives of various offices and departments about your particular situation

Created 3/4/08



# C2C: Delivery

## Agenda of Activities

### **Welcome and Overview**

Leon Book, Director of Student Transitions & First-Year Experience  
Sandy Hinkle, Registrar

### **Final Steps to Graduation**

Julie Grueneberg, Assistant Registrar/Graduation

### **Next Step: Post-Graduation Preparation**

Nolan Brunnworth, St. Louis Career Specialist  
Warren Skinner, Assistant Director for Career Linkages

### **Staying Connected: Services for Alumni**

Shad Burner, Director of Marketing, Alumni Services

### **Individual Exploration & Follow-up**

Speak to representatives of various offices and departments about your particular situation

# C2C: Delivery—Graduation Details

## Seven Easy Steps to Getting Your Diploma

1. **Advisor** – Meet with your advisor and review your degree audit report for unmet requirements, including CL's, WP003, and CCTST.
2. **Enroll** – Enroll in all requirements, including coursework, CL's, WP003, and CCTST. If completing a requirement by way of transfer credit, enroll in coursework at the other institution and provide proof of enrollment. (*Note: in addition to enrolling in courses, you do have to complete them satisfactorily.*)
3. **Evaluation** – After enrolling, run an updated degree evaluation. What's missing? If the department is substituting or waiving a requirement on your major, have the substitution form sent to the Registrar's Office from the department chair.
4. **Apply for Graduation** – Fill out the graduation application for the semester in which you will earn your final credit. **READ THE INSTRUCTIONS CAREFULLY.** Keep the instruction sheet until you receive your diploma. Important information is included. **PLEASE PRINT NEATLY, AND GIVE THE ADDRESS WHERE YOU RESIDE THAT SEMESTER!** *Applications available at <http://www6.smo.edu/commencement>*
5. **Senior papers** – Senior papers include a list of requirements for graduation, cap and gown order form, verification or update of diploma mailing address, space to provide "human interest" information, etc. Approximately five to six weeks after the start of the semester, check your graduation status through the portal. If you are an approved candidate for graduation, a new link – "Senior Papers" – will be available through the portal. Complete the senior papers (required as part of the graduation process) by following the link and directions. Be sure to hit the submit button to complete the process.
6. **Commencement** – Commencement for the fall and spring semesters occurs on the Saturday following final exams. Cap and gown pick up occurs on the Thursday and Friday prior to commencement day. Read and follow directions regarding cap and gown pick up when received. (There is no summer commencement.)
7. **Diploma** – Your diploma will arrive in the mail with a copy of the commencement program and your complimentary transcript, at the address verified as correct at cap and gown pick-up. Expect it about eight weeks after finals for your graduation semester.

## Frequently Asked Graduation and Commencement Questions

### Do I have to apply for graduation?

The simple answer is yes, you must apply for graduation. The University has an enrollment of approximately 10,000 students who enter the University in different semesters and different years. Some have early college, advanced placement or transfer credit so they will complete their requirements more quickly than other students. Some are pursuing degree programs with different hour requirements. Some students change majors and will need more hours to complete their more recently declared major. With all those individual differences, it is nearly impossible for the University to determine who will actually be graduating when. So if you don't apply for graduation, no one but you will know that you are planning to graduate.

### When is the deadline to apply for graduation?

For spring and fall candidates, the deadline is Tuesday of the first week of classes. For summer candidates wishing to participate in spring commencement, it is the Friday of the week of summer priority enrollment. If you are graduating in summer and do not wish to participate in spring commencement, your application deadline is generally the first day of the summer pre-session. Students are encouraged to apply for graduation as soon as they have completed enrollment for their final semester. This allows for more time to resolve any unexpected problems.

### What is the graduation hold on my account?

When you apply for graduation, a hold is placed on your enrollment. This allows the Registrar's Office to make note of changes you make that could affect your graduation. If you need to make a change in your enrollment, contact the Office of the Registrar to have the hold temporarily removed. After the hold is back in place, your record will be rechecked and you will be notified if a problem is found.

### May I participate in commencement other than in the semester when I'm graduating?

Spring and fall candidates participate in the semester in which they are approved as a candidate for graduation. Since there is no summer commencement exercise, summer candidates for graduation choose to participate in the preceding spring commencement if they enroll and apply for graduation by published deadlines, or the fall commencement ceremony immediately after their summer graduation. The graduation application should be marked for SUMMER graduation. There is also a space for those planning to graduate in the summer to indicate which ceremony they prefer.

### Do I have to attend commencement?

No; however you still have to apply for graduation, fill out senior paper work (available during the fifth week of school and due by the end of the 7th week of school), and meet all graduation requirements. Your cooperation is appreciated in letting us know that you won't be attending so that we can plan seating accordingly. A word of caution: You may not wish to participate in commencement, but your family may have other ideas. Even if you think you aren't going to attend, we advise you to order a cap and gown. There is no additional cost, and if your family changes your mind for you, you will be prepared.

### How much does it cost to graduate?

There is a graduation fee of \$35 which is the only cost imposed by the University. That fee is charged to your University account when your application for graduation is approved. It covers administrative costs of evaluating your eligibility to graduate, preparing your diploma, postage, etc. Your cap and gown are free. If you choose to purchase souvenir tasses, announcements, rings, a diploma cover or frame, etc., there will be additional costs based on those choices.

For some students, the graduation fee is waived. Students who score at or above the national average on the California Critical Thinking Skills Test (CCTST) will receive a credit of up to \$35 when the graduation fee has been charged to their account and your test score has been recorded. In essence, you are paid \$35 if you do well on a 45-minute test!

### Is there anything special I have to do if I'm taking a course somewhere else in my last semester?

Yes. You will need to provide proof of enrollment (see the instructions attached to the graduation application) and when the course is finished, have your official transcript(s) sent to the Registrar's Office.

### How many guests may I bring to commencement?

For fall commencement, students are asked to limit their guests to six. For spring commencement, candidates need to limit their guests to four, so that adequate seating can be provided. Spring commencement will also include an overflow seating area with big screen televisions. If you intend to invite more than four guests, please choose up to four to be seated in the arena, and ask the remainder to use the overflow seating area. (The view is excellent—better than many seats in the arena.)

# C2C Delivery—Next Step Preparation

- **Job Search/Resume/Cover Letter**
  - Career Proficiencies: CL001→CL004 (see handout)
- **Career Events**
  - “Smaller, smarter” targeted events (see handout)
  - Targeted events in St. Louis
  - Workshops at regional campuses
- **St. Louis Career Specialist**
  - Kicking open doors for pre-professional and entry-level positions
  - Branding, marketing
  - Alumni connections





# Job Search...CL001→CL004

## Southeast Missouri State University

Office of Student Transitions (651-2579)

New Student Programs (651-5166)

Career Linkages (651-2583)

Connecting Academic Planning and Career Planning

### Mission

The mission of Southeast's Student Transitions Initiative is to provide a coordinated, integrated delivery of services and support designed to facilitate students' making successful transitions into college, into majors and career paths, and into the world of professional and community life. Programming within this initiative include orientation and career development. Students then make informed choices regarding:

- connecting career planning and academic planning (*personal attention*)
- making progress and achieving academic program goals (*professional education*)
- connecting academic planning to post-degree plans (*practical real-world experience*).

### Developmental Career/Academic Planning (1st two years of study)

At no additional cost, two career proficiency checks ensure students have connected academic planning and career planning. During students' first two years, they register for and complete:

**CL001** 0.0 credit First Year

- Students complete FOCUS, a web-based assessment of their talents, interests, and abilities, during the first-year seminar, UI100, as part of their grade in that course.
- Co-requisite: UI100.

**CL002** 0.0 credit 2<sup>nd</sup> or 3<sup>rd</sup> semester

- Students discuss FOCUS results with trained, dedicated career advisors.
- Students start their profiles on *MissouriCareerSource.com* (formerly *GreatHires.org*).
- Prerequisite: CL001.

### Advanced Career/Academic Planning (last two years of study)

Again, at no additional cost, two more career proficiency checks ensure students are minimally competent to pursue post-graduation plans, whether in the world of work or in graduate school. During students' final two years, they register for and complete:

**CL003** 0.0 credit 4<sup>th</sup>/5<sup>th</sup>/6<sup>th</sup> semesters

- Students update/revise their profiles on *MissouriCareerSource.com*.
- > NOTE: Students control who has access to their credentials and for what purposes.
- Students present for approval their resume and a cover letter to a career advisor or to other designated personnel such as a faculty mentor/advisor.
  - > The cover letter is directed to an actual person in an organization, agency, or business that might offer an internship, practicum, part-time and/or summer job.
- Prerequisite: CL002.

**CL004** 0.0 credit 7<sup>th</sup>/8<sup>th</sup> semesters

- Students update/complete their profiles on *MissouriCareerSource.com*.
- Students submit for approval to a career advisor or to other designated personnel a final resume and cover letter ready to be sent to potential employers and/or graduate/professional schools (students decide if and when and to whom), based on students' post-degree plans and interests.
  - > Departments that have courses that require these documents as assignments, e.g., a senior capstone seminar, may schedule CL004 as a co-requisite.
- Students complete mock interviews as needed and appropriate.
- Prerequisite: CL003.

**Note:** Transfer and returning students and their advisors should refer to the *Career Proficiency Checks Transfer Student Guidelines Matrix* available in advising centers or from the Office of Student Transitions to determine steps warranted in their individual circumstances.

Experience Southeast...Experience Success  
Personal, Professional, Practical

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# Career Events

- “Smaller, smarter” targeted events (see handout)
- Targeted events in St. Louis
- Workshops at regional campuses

**Career Linkages**  
**Your Career Connection!**  
Calendar of Events  
2008 - 2009

Fall Semester 2008		On-Campus Recruiting: September - November	
Date	Event	Time	Place
August 27	Part-Time Job Fair	10:00AM – 2:00PM	UC Ballroom
September 17	Insights into Internships	12:00PM – 1:00PM	Glenn Auditorium
September 25	Harrison College of Business St. Louis Employer Reception	5:30PM – 7:30PM	St. Louis, MO
September 26	Harrison College of Business St. Louis Interview Day	8:30AM – 4:00PM	St. Louis, MO
October 1	High-Speed Networking	6:00PM – 7:30PM	Dempster Atrium
October 8	Liberal Arts Career/Internship Fair	10:00AM – 2:00PM	UC Ballroom
October 29	Regional Campus Workshop	10:00AM – 3:00PM	Sikeston, MO
November 12	Graduate School Fair	11:00AM – 2:00PM	UC Ballroom
Spring Semester 2009		On-Campus Recruiting: February – April	
February 4	Mock Interview Day	8:00AM – 5:00PM	UC Missouriana Room
February 4	Dress For Success	6:00PM – 7:00PM	UC Pit
February 11	Insights into Internships	12:00PM – 1:00PM	Glenn Auditorium
February 11	Multi-Cultural Career Exploration Banquet	6:00PM – 8:00PM	UC Ballroom
February 18	Education Interview Day	1:00PM – 5:00PM	UC Ballroom
February 25	Campus-Wide Career/Internship Fair	11:00AM – 2:00PM	UC Ballroom
March 4	School of Polytechnic/ IET Fair	10:00AM – 2:00PM	Polytechnic Building
March 24	Regional Campus Career Workshop	10:00AM – 3:00PM	Kennett, MO
March 25	Regional Campus Career Workshop	10:00AM – 3:00PM	Malden, MO

**Workshops**

In addition to the events above, Career Linkages conducts various workshops. Please visit our website for dates, times and locations of these events at <http://www.semo.edu/careerlinkages> or call to make an appointment to take advantage of the services we offer.

✓ Interviewing Skills	✓ Resume Writing	✓ Job Search Strategies
✓ Career Fair Success	✓ Career Options	✓ Missouri Career Source.com

**Career Linkages**  
University Center Room 206 | (573) 651-2583 | [careerlinkages@semo.edu](mailto:careerlinkages@semo.edu)

# St. Louis Career Specialist

- **Kicking open doors for pre-professional and entry-level positions**
- **Branding, marketing**
- **Alumni connections**



# C2C Delivery—Alumni Services



- Facebook/MySpace “gone professional”
  - Academic Groups
  - Social Groups
- Career Center
  - *All* job listings
  - Networking for job shadowing, relocation, exploration

# Alumni Services—Continued



- **Networking**
  - Alumni chapters
  - Alumni events
  - Homecoming/campus event registration
- **No cost to alumni!!**
  - No membership required



# C2C: Assessment--Attendance

Semester	Attendance	Comments
Spring 2007	48	At least: probably more
Fall 2007	87	Better publicity
Spring 2008	74	Ice storm!
Fall 2008	96	Encouraging trend
Total	305	Still just a fraction of invitees!

# C2C: Assessment—Surveys

- Exit surveys at time of service
- “Premium” for turning in survey

➤ Name change

CountdownCommencementResults200910-1pg.xls

September 16 - 8 p.m.				
Number of attendees: 15	Number of responses: 11	Average Response	Learned about it from:	
<b>Final Steps to Graduation</b>				
	Presenter Knowledge	3.2	in-class	1
	Session Clarity	3.0	Instructor	1
	Usefulness of Session	3.0	flyer	2
			banner	1
<b>Next Step: Post Graduation Preparation</b>				
	Presenter Knowledge	4		
	Session Clarity	4		
	Usefulness of Session	3.0		
<b>Staying Connected: Service for Alumni</b>				
	Presenter Knowledge	4		
	Session Clarity	4		
	Usefulness of Session	3.2		
September 17 - 12 noon				
Number of attendees: 15	Number of responses: 13	Average Response	Learned about it from:	
<b>Final Steps to Graduation</b>				
	Presenter Knowledge	3.2	on-campus job	1
	Session Clarity	3.2	friend	1
	Usefulness of Session	3.0	flyer	2
			newly	1
<b>Next Step: Post Graduation Preparation</b>				
	Presenter Knowledge	3.2	announcement	1
	Session Clarity	3.2		
	Usefulness of Session	3.2		
<b>Staying Connected: Service for Alumni</b>				
	Presenter Knowledge	3.7		
	Session Clarity	3.7		
	Usefulness of Session	3.7		
September 18, 2009 - 4 p.m.				
Number of attendees: 18	Number of responses: 18	Average Response	Learned about it from:	
<b>Final Steps to Graduation</b>				
	Presenter Knowledge	3.2	e-mail	16
	Session Clarity	3.2	flyer	2
	Usefulness of Session	3.2	flyer	2
			day attendee	1
<b>Next Step: Post Graduation Preparation</b>				
	Presenter Knowledge	3.50		
	Session Clarity	3.22		
	Usefulness of Session	3.0		
<b>Staying Connected: Service for Alumni</b>				
	Presenter Knowledge	3.72		
	Session Clarity	3.72		
	Usefulness of Session	3.72		
September 24, 2009 - 12 noon				
Number of attendees: 24	Number of responses: 27 (12 partial)	Average Response	Learned about it from:	
<b>Final Steps to Graduation (12 responses)</b>				
	Presenter Knowledge	3.50	e-mail	17
	Session Clarity	3.50	day attendee	2
	Usefulness of Session	3.0	flyer	2
			friend	1
<b>Next Step: Post Graduation Preparation (20 responses)</b>				
	Presenter Knowledge	3.50		
	Session Clarity	3.1		
	Usefulness of Session	3.0		
<b>Staying Connected: Service for Alumni (18 responses)</b>				
	Presenter Knowledge	3.50		
	Session Clarity	3.0		
	Usefulness of Session	3.72		
September 24, 2009 - 1:30 p.m.				
Number of attendees: 15	Number of responses: 14 (12 partial)	Average Response	Learned about it from:	
<b>Final Steps to Graduation (12 responses)</b>				
	Presenter Knowledge	4	e-mail	12
	Session Clarity	4	flyer	1
	Usefulness of Session	3.0	day attendee	1
<b>Next Step: Post Graduation Preparation (12 responses)</b>				
	Presenter Knowledge	4		
	Session Clarity	3.5		
	Usefulness of Session	3.0		
<b>Staying Connected: Service for Alumni (12 responses)</b>				
	Presenter Knowledge	3.5		
	Session Clarity	3.5		
	Usefulness of Session	3.5		
September 25 - 10 a.m.				
Number of attendees: Main campus - 3	Number of attendees: Other sites - 7	Number of responses: 9	Number of sites not responding: 1	
<b>Final Steps to Graduation</b>				
	Presenter Knowledge	3.3	flyer	3
	Session Clarity	3	e-mail	4
	Usefulness of Session	2.2	flyer	2
			day attendee	1
<b>Next Step: Post Graduation Preparation</b>				
	Presenter Knowledge	3.4		
	Session Clarity	3		
	Usefulness of Session	3.2		
<b>Staying Connected: Service for Alumni</b>				
	Presenter Knowledge	3.4		
	Session Clarity	3.2		
	Usefulness of Session	3		



# Other: Financial Counseling

- **Required exit counseling: online**
  - **Stafford and Perkins loans**
  - **Other federal financial aid**
  - **<http://www.mappingyourfuture.biz/OSLC/>**
    - **Packets mailed to other students**
- **Debt management: nascent efforts**
  - **College loans**
  - **Credit card and other personal debt**





# Key websites

- [www6.semo.edu/commencement](http://www6.semo.edu/commencement)
- [www.semo.edu/careerlinkages/](http://www.semo.edu/careerlinkages/)
- [iAMSoutheast.com](http://iAMSoutheast.com) (alumni services)
- <http://www.mappingyourfuture.biz/OSLC/>
- [www.semo.edu/transitions/](http://www.semo.edu/transitions/)
  - **Just launched!**



# Group Discussions

- **“Knottiest” challenge?**
- **Strategies to address overcome it?**
- **Success stories?**

**Finally.....**

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- **QUESTIONS?**
- **COMMENTS?**



# Contact me!

**Leon Book, Director**

**Student Transitions & First-Year Experience**

**Southeast Missouri State University**

**Mail Stop 4300**

**Cape Girardeau, MO 63701**

**573-651-2579**

**e-mail: [lbook@semo.edu](mailto:lbook@semo.edu)**

# Please complete session evaluation!

- Session #11-CI (p. 15)
- Session Leaders:
  - *L. Book*
- Session Title Summary:
  - *“Helping Seniors”*

**Thanks for Joining**  
**me!** Leon



**Southeast**  
Missouri State University™

**Experience Southeast...**  
***Experience Success***

**Personal, Professional, Practical**