



Carl Albert State College

Invitation to Commencement

May 13, 2023

Hamilton Auditorium • 1507 So McKenna • Poteau, Oklahoma • 74953

You are invited to participate in Commencement, scheduled for Saturday, May 13, 2023. Students will receive email instructions from Commencement Chairman Bill Gann on how-to sign up for either the 11:00 a.m. or 1:00 p.m. ceremony time. Rehearsal for Commencement is scheduled for 2:00 p.m., Friday, May 12, 2023, in the Hamilton Auditorium. All students walking in Commencement are asked to attend rehearsal.

Commencement

- You may sign-up for Commencement using the Google Spreadsheet link that will be emailed to you within a few days.
- Graduates should purchase cap and gown at the CASC Bookstore before Commencement (not needed for rehearsal).
- Approved Regalia may be worn during Commencement. CASC Bookstores have regalia for purchase for these groups: Academic Honors, Baptist Christian Ministries, CASC Scholars Program, PTK, Criminal Justice, Physical Therapist Assistant, Nursing, and Veterans. (Show ID/verification).
- All Graduates are asked to arrive at the Hamilton Auditorium no later than 1 hour prior to their Commencement ceremony time. Those who did not participate in Rehearsal should visit the *information table* located in the Hamilton Auditorium lobby to receive their Commencement announcement card and line up instructions.
- If you have questions or require special accommodations for Commencement, please contact Bill Gann at 918-647-1215 or by email bgann@carlalbert.edu.

Guests

- You are asked to limit your number of guests to 5.
- Questions on guests or special accommodations may be addressed to Bill Gann at 918-647-1215 or by email bgann@carlalbert.edu.

Cap/Gown

- You may purchase your cap, gown, cords, and other graduation supplies from the CASC Bookstore located at either Poteau or Sallisaw campus locations or visit them online at <https://bookstore.carlalbert.edu>. You may contact the Bookstore at 918-647-1390 (Poteau Campus) or 918-775-6977 ext. 2212 (Sallisaw Campus), or visit in-person during regular business hours.

Diploma

- Please know that during Commencement, you will receive a diploma cover. Your actual diploma will arrive on campus and available for pick-up or mailing about six weeks after the end of the semester. (Be sure to verify your address in *myCarlAlbert* Graduation Application or email notices from Registrar.)
- You will be notified by email when you may pick up your diploma. Any diploma not picked up will be mailed.
- If you have questions about your degree, diploma, name, or address, please contact the Office of Admissions or Dee Ann Dickerson at 918-647-1307 or by email ddickerson@carlalbert.edu.

Verify Name and Address

- Graduates are asked to verify the spelling of their name and mailing address as found in your *myCarlAlbert* portal account or from the email notices from the Registrar. Your Diploma and Commencement publication are printed from the name and address found in your *myCarlAlbert* portal account. Refer any questions to Dee Ann Dickerson at 918-647-1307 or by email ddickerson@carlalbert.edu