

# BUSINESS CARDS

(All business cards ordered from the portal have an embossed gloss finish on the logo.)

## Standard Business Card



Firstname Lastname  
TITLE

000-000-0000 (Phone)  
000-000-0000 (Cell)  
000-000-0000 (Fax)  
Email@gadsdenstate.edu

Address  
City, ST 00000  
www.GadsdenState.edu

## Enrollment Specialist Business Card



Firstname Lastname  
JOB TITLE

256-549-XXXX  
EName@GadsdenState.edu

P.O. Box 227  
Gadsden AL 35902-0227  
www.GadsdenState.edu

**NEW STUDENT TIMELINE**

☐ **APPLY FOR ADMISSIONS**  
[www.GadsdenState.edu](http://www.GadsdenState.edu) > Apply (Top Left Corner)

☐ **COMPLETE ADMISSIONS PROCESS**  
Submit supplemental items (Transcripts and SAT/ACT Scores)

☐ **APPLY FOR SCHOLARSHIPS**  
Available: Oct. 1 > Deadline: March 1  
(Graduating High School Application)


☐ **APPLY FOR FINANCIAL AID**  
[www.fafsa.gov](http://www.fafsa.gov) > Complete the FAFSA

## Student A# Business Card



A \_\_\_\_\_  
Student ID #

256-549-8200  
Admissions@GadsdenState.edu  
www.GadsdenState.edu



Where do I go to log in?  
[www.GadsdenState.edu](http://www.GadsdenState.edu)

MyGadsdenState  
A#@alabama.edu  
Password: selected by the student

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# NAME BADGES

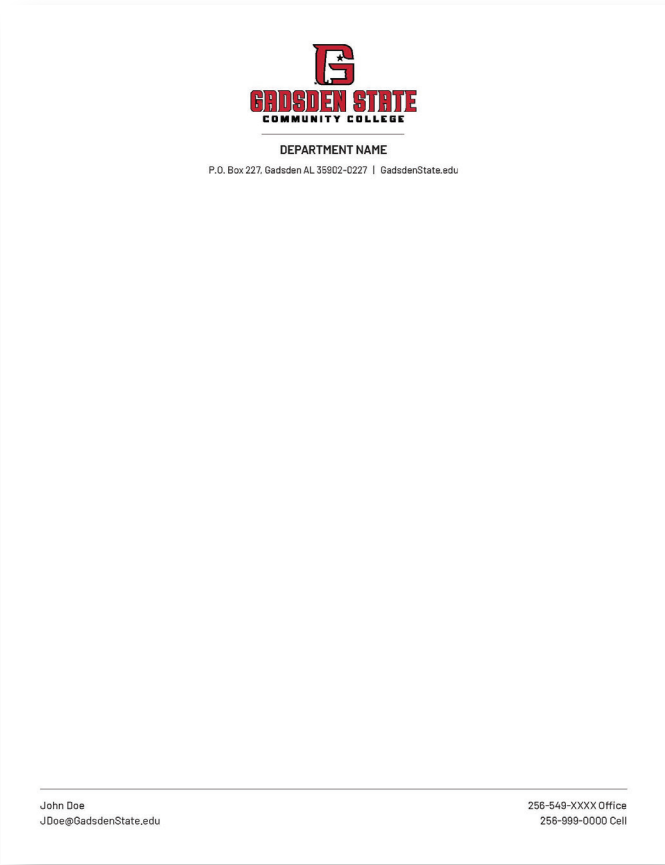
Standard White



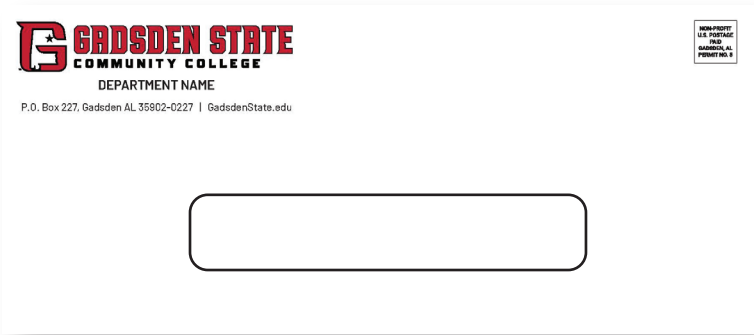
Standard Silver



# STANDARD DEPARTMENTAL STATIONERY



Clear Window



# MISC. ITEMS

(Individual items on the portal must be ordered twice a calendar year.  
All other items require a quote from the preferred vendor of choice.)

## Graduation Post Cards

### CANDIDATE FOR GRADUATION



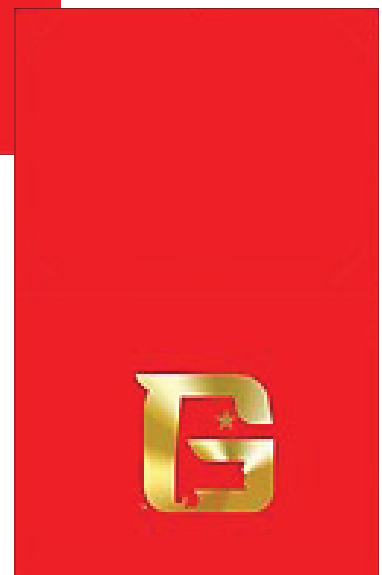
*If your name is not printed above as you want it to be announced,  
PRINT your name on the line above.*

You will hand this card to the announcer as you reach the stage.

*Please hand this card to the announcer as you approach the stage.*

1. Graduates should fill rows so that every seat is used.
2. Mortarboard (your cap) should be worn so that the top is horizontal.
3. Tassels should be on the right before degrees are conferred.
4. Everyone should remain standing for the Invocation and Pledge of Allegiance.
5. Gentleman should remove caps during Invocation.
6. Watch for directions from staff member who will be standing at the end of each row.
7. Dean will direct graduates to stand. The first row will line up; other rows stay seated.
8. When you return to your seat, the entire row should remain standing until everyone on the row is ready to be seated.
9. Watch staff members for Recessional directions.
10. Remember to smile! Congratulations!

## Certificate Holders



# IN-HOUSE PRINTABLES

(To remain consistent with the brand, please use one of the following options to print in-house items.)

## Standard Certificate (Editable Publisher file)



## Standard Invitation (Editable Word file)



# DUPLICATION CENTER

The Duplication Center is a *part-time operation*. Requests will only be filled during operational hours. *The Duplication Center accepts items for duplication on a first-come-first-serve basis.* Typically, the Duplication Center is able to provide quick turn-around. However, the requester should provide sufficient notice in advance—preferably at least 3 work days. For large jobs requiring binding, etc., advanced coordination to discuss the job several days beforehand is strongly recommended, so that the Duplication Center may adequately evaluate capability and be able to complete the job on time.

## Duplication Center Contact Information

Duplication Email:  
[duplication@gadsdenstate.edu](mailto:duplication@gadsdenstate.edu)

Location:  
Wallace Drive Campus  
Allen Hall in Room 104

Phone:  
256-549-8414

Further information:  
<https://gadsdenstate.libguides.com/duplication>