



*We will be having TWO Commencement Ceremonies this year both of which will be INSIDE the Mirenda Center. The Graduate/Continuing Adult and Professional Studies (CAPS) Commencement will be at 10:00 a.m. and the Undergraduate Commencement will be at 3:00 p.m. Please read the relevant section below for information on your Commencement Ceremony.*

**Baccalaureate Mass - Friday, May 11<sup>th</sup>, 7:00 p.m.**

**Grad/Adult Commencement - Saturday, May 12, 10:00 a.m.**

**Undergrad Commencement - Saturday, May 12, 3:00 p.m.**

### **Schedule of Events**

#### **Friday, May 11<sup>th</sup>, 2018**

- Baccalaureate Mass – Friday, May 11, at 7 p.m. in the Mirenda Center

Our Baccalaureate Mass will be held in The Mirenda Center for Sport, Spirituality and Character Development. All Graduates are encouraged to attend with their families. Tickets are not required for the Mass and seating will be on a first come, first served basis. Elderly or handicapped persons may be dropped off at the side entrance of the Mirenda Center before 6:30 p.m. for the Baccalaureate Mass.

**Saturday, May 12<sup>th</sup>, 2018**

## **Commencement Information for Graduate Students and CAPS Students**

### **1. Bookstore**

- Last minute purchases can be made at the Bookstore which opens at 9:00 a.m.

### **2. Check-in and Line-up**

Begins 9:00 a.m. promptly in the Community Hall of the Mirenda Center. Procession will begin at 10:00 a.m.

### **3. Name & Degree Cards**

- You will receive your name & degree card at the 9:00 check-in at Community Hall
- Problems with honors – see the Registrar’s staff after check-in Community Hall
- GPAs are not rounded up
- You must complete a minimum of 60 credits at NU to qualify for honors
- There are no honors given in the graduate programs
- Authorized changes to your name are through the Registrar staff
- Phonetic spelling (first and last, if they are difficult).
- The name on your card is how it will appear on your diploma. If you need to change something see the Registrar’s Office staff immediately following check-in

### **4. Hoods, and Tassels**

- If you have problems with your academic attire, the University Store will open at 9:00 am and will be in Community Hall during check-in
- All graduates will be hooded before receiving your diploma on stage.
- Graduate and Doctorate candidates - tassels go on the left and stay on the left.
- Demonstration of how to carry the hood will be given at 9:30

### **5. Procession**

- Line up by Division, highest degrees at the front. For example, for Education and Human Services it will be PhD in Pastoral Counseling then Ed D in Education, Master’s in Pastoral Clinical Mental Health Counseling, Master’s.
- Ushers – will guide you to your seats and please listen to them

- When you arrive at your seats, remain standing until all students have arrived: you will be invited to be seated by the VPAA
- There will be bottles of water under your seat – compliments of the Alumni Association

**6. Presentation of Diploma** – you will be invited to rise by degree within your Division.

- Everyone will exit their row to the right and be directed to the hooding station
- After hooding, proceed to the stage, gratefully accept your diploma, exit the stage and return to your original seat

A photographer will capture your special moment on stage and you will receive information on how to purchase photographs

***NOTE: There will not be a diploma in the cover – we will review this process below***

**7. Recessional**

- Graduate and CAPS Commencement ceremony should end somewhere between 11:00 a.m. and 11:30 a.m.
- You will recess out the opposite of how we processed in and in this order:

**President's Platform Party**

**Board of Trustees of the University**

**Division Deans**

**Faculty**

**Graduates**

**8. Diploma Pick-up**

- Your diploma folder will indicate where you can pick-up your diploma
- December and August Graduates who have not picked up their diploma may do so after the commencement ceremony
- Students on Financial Hold will not be able to pick up their diplomas or those who have not completed their financial aid exit interview
- Students who received their diplomas – December/August Grads – please drop your covers off in the Atrium of the Mirenda Center
- Diplomas will not be available until the entire ceremony is completed and will not be given out until the final student has processed out.
- Please stay for entire ceremony

**9. General Information for Graduates**

- Bookstore opens at 9:00 am to handle last minutes attire issues and staff will be available at Community Hall during check-in

## **Commencement Information for Undergraduate Students**

### **1. Bookstore**

- Last minute purchases can be made at the Bookstore which opens at 9:00 a.m.

### **2. Check-in and Line-up**

- Begins 2:00 p.m. promptly in the Community Hall of the Mirenda Center. Procession will begin at 3:00 p.m.

### **3. Name & Degree Cards**

- You will receive your name & degree card at the 2:00 p.m. check-in at Community Hall
- Problems with honors – see the Registrar’s staff after check-in Community Hall
- GPAs are not rounded up
- You must complete a minimum of 60 credits at NU to qualify for honors
- There are no honors given in the graduate programs
- Authorized changes to your name are through the Registrar staff
- Phonetic spelling (first and last, if they are difficult).
- The name on your card is how it will appear on your diploma. If you need to change something see the Registrar’s Office staff immediately following check-in

### **4. Hoods, and Tassels**

- If you have problems with your academic attire, the University Store will open at 9:00 am and will be in Community Hall during check-in
- All graduates will be hooded before receiving your diploma on stage.
- Undergraduates – Tassels go on the right, and are moved to the left during the ceremony
- Demonstration of how to carry the hood will be given at 2:30 p.m.

### **5. Procession**

- Line up by Division
- Ushers – will guide you to your seats and please listen to them

- When you arrive at your seats, remain standing until all students have arrived: you will be invited to be seated by the VPAA
- There will be bottles of water under your seat – compliments of the Alumni Association

**6. Presentation of Diploma** – you will be invited to rise by degree within your Division.

- Everyone will exit their row to the right and be directed to the hooding station
- After hooding, proceed to the stage, gratefully accept your diploma, exit the stage and return to your original seat.

***NOTE: There will not be a diploma in the cover – we will review this process below***

**7. Recessional**

- The Undergraduate Commencement ceremony should end somewhere around 4:30 p.m.
- You will recess out the opposite of how we processed in and in this order:

**President's Platform Party**

**Board of Trustees of the University**

**Division Deans**

**Faculty**

**Graduates**

**8. Diploma Pick-up**

- Your diploma folder will indicate where you can pick-up your diploma
- December and August Graduates who have not picked up their diploma may do so after the commencement ceremony
- December and August Graduates who have not picked up their diploma may do so at this time
- Students on Financial Hold will not be able to pick up their diplomas as well as those who have not completed their financial aid exit interview
- Students who received their diplomas – December/August Grads – please drop your covers off in the Atrium of the Mirenda Center
- Diplomas will not be available until the entire ceremony is completed and will not be given out until the final student has processed out.
- Please stay for entire ceremony

**9. General Information for Graduates**

- Bookstore opens at 9:00 am to handle last minutes attire issues and staff will be available at Community Hall during check-in

## **GENERAL INFORMATION FOR ALL**

### **1. Drop Off for Elderly and Handicapped Guests**

- Baccalaureate Mass – lower side doors of the Mirenda Center, right off the main parking lot, by 6:00 p.m.
- Graduate and Undergraduate Commencement – the side entry door/ground level of the Mirenda Center starting at 9:00 a.m. for the Graduate/CAPS commencement, 1:30 p.m. for the Undergraduate Commencement. Wheel Chair seating available – contact Lee Strofe in Campus Security; 610-361-5410

### **2. Guest Information**

- Parking – shuttle buses will be running from all parking lots
- No reserved seating – seating is available on a first come-first served basis
- Knights Café will be open from 9:00 am serving a snack menu.
- Chapel is open always
- Meeting with family after ceremony – set up a spot away from the crowd, St. John Neumann Circle will be open for photographs!
- Each of you will receive four guest tickets at cap and gown pickup. These tickets allow four guests seating in the Mirenda Center for graduation ceremonies. Those guests who do not have tickets will be directed to one of two overflow locations, where they will be able to view Commencement Exercises via live video feed: The Meagher Theatre and the Bruder Student Multipurpose Hall
- Those with tickets to the Mirenda Center should be present prior to each ceremony. The Mirenda Center doors will open at 9:00 a.m. for the Graduate and CAPS Commencement and at 1:30 p.m. for the undergraduate commencement.
- A link to the stream of the ceremony will be available Saturday on the Neumann website for viewing on mobile devices and computers