



**Neumann University
Commencement Information
Friday, May 12, and
Saturday, May 13, 2017**

IMPORTANT INFORMATION FOR GRADUATES

Friday, May 12

1. **Baccalaureate Mass – Friday, May 12, at 7 p.m.** in the Mirenda Center

Saturday, May 13

2. **Light Snacks** - a little time to relax, and enjoy the moment
 - Snacks will be in the Community Hall at the back of the Mirenda Center for Graduates during check-in at 11:00 a.m.
 - Reception for families and guests in the Bruder Life Center at 10:30 a.m.
3. **Graduate check-in and Line-up begins 11:00 – promptly**
 - Check in and receive your name card in Community Hall of the Mirenda Center
 - Line up, **review and preparation** at 11:30 in the main gym of the Mirenda Center
 - Listen to the Commencement Wrangler!
 - Procession will begin at 12:00
 - Process out the doors of Community Hall, down Convent Road and hang a right at the OLA Convent gate
4. **Name & Degree Cards**
 - You will receive your name & degree card at the 11:00 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

5. 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
 - BA – white stripe
 - BS - gold stripe
- 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
- 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 11:30

6. 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 in Education and then the undergraduate degrees. If there are any AA candidates they are at the end of the column.
- 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*

7. 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

8. Recessional

- Commencement ceremony should end somewhere between 2:30 and 3:00
- You will recess out the opposite of how we processed in and in this order:
 1. President's Platform Party
 2. Board of Trustees of the University
 3. Division Deans

4. Faculty
5. Graduates

9. Diploma Pick-up

- Report to the Mirenda Center Atrium to pick-up your diploma
- Only those with a diploma cover will be permitted in the Atrium – Tables will be arranged by Division
- December and August Graduates who have not picked up their diploma may do so and diplomas will be with the Arts & Science group regardless of your major
- 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**
- Please stay for entire ceremony

10. General Information for Graduates

- Bookstore opens at 9:00 am to handle last minutes attire issues and available at Community Hall during check-in
- Women – we suggest that you wear flat dress shoes (wet ground and a ramp and stage to traverse) no flip flops
- A link to the stream of the ceremony will be available Saturday on the Neumann website for viewing on mobile devices and computers

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 9:00
- Commencement – by the Child Development Center before 12:00 noon
- Wheel Chair seating available – contact Lee Strofe in Campus Security; 610-361-5410

2. Guest Information

- Reception for families and guests in the Bruder Life Center at 10:30

- Guests can arrive at the Commencement Lawn between the Bachmann Building and the OLA Convent at 11:00 a.m.
- 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!

3. Rain Issues – If necessary

- In the event of substantial rain, the commencement ceremony will be held in the Mirinda Center
- Information regarding the event and the necessary logistical changes will be posted on the Neumann University webpage sometime between 7:00 and 8:00 a.m. on May 13th
- All graduates are to report to Community Hall in the Mirinda Center by 11:00 a.m.
- Each of you received two guest tickets. These tickets allow two guests seating in the Mirinda Center for graduation ceremonies. Those guests who do not have inclement weather tickets will be directed to one of three overflow locations, where they will be able to view Commencement Exercises via live video feed: The Meagher Theatre, Bruder Student Multipurpose Hall and the Bruder Gymnasium of the Bruder Life Center. Also, on all digital signage throughout the University.
- Those with tickets to the Mirinda Center should be present prior to 12:00 p.m.
- A link to the stream of the ceremony will be available Saturday on the Neumann website for viewing on mobile devices and computers