



MEMORANDUM

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS
NEUMANN UNIVERSITY

TO: Candidates for Graduation 2018

FROM: Lawrence DiPaolo, Jr., Ph.D.
Vice President for Academic Affairs

RE: **Friday, May 11, 2018**
7:00 PM Baccalaureate Mass: All Graduates

Saturday, May 12, 2018
10:00 a.m. Commencement for Doctoral, Master's and Continuing Adult and Professional Studies
3:00 p.m. Commencement for Undergraduates

Congratulations! You have applied for graduation and are scheduled to graduate at our annual commencement exercises. I must remind you, however, that if you are still taking classes, your graduation is dependent upon successful completion of your semester coursework and fulfillment of all requirements for the degree. Only students who have completed all degree requirements are permitted to walk in our annual commencement exercises. Please see the *Neumann University Undergraduate Catalog* for more information about this policy.

IMPORTANT TO PICK UP CAP AND GOWN AND RECEIVE DIPLOMA

In addition to satisfying all degree requirements you must complete the following items **on or before April 21st 2018** in order to pick up your cap and gown and receive the diploma:

- Pay all outstanding fees to the Business Office and the Library. You can visit WebAdvisor to check your balance due.
- Complete an exit interview www.studentloans.gov if you have *ever* received Federal Direct Student Loans or NSL Nursing Loans
- Complete First-Destination Survey. The link to the survey will be available on April 12th. Go to <https://www.neumann.edu/career-development> to access the link.

CAP AND GOWN DISTRIBUTION

Cap and Gown Pick-up and the Class of 2018 Mixer will be held on April 23rd from 4:00 PM to 7:00 PM in the Bruder Life Center Gym and Patio. Graduates DO NOT need to order or be measured ahead of time. When you arrive for pick-up, you will be given your academic attire that matches your height and degree.

The cost of your academic attire is part of the \$100 graduation fee. Graduates will keep all academic attire at the conclusion of the ceremony.

Graduates who cannot attend the Cap and Gown Pick-up will be able to pick up their cap, gown and tickets in the University Campus Store between April 24th and May 11th.

University Campus Store Hours:

Monday - Thursday 8:30 am to 6:00 pm
Friday - 8:30 am to 4:00 pm

BACCALAUREATE MASS

Friday, May 11, 2018 at 7:00 p.m.

Our Baccalaureate Mass will be held in The Mirinda 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 Mirinda Center before 6:30 p.m. for the Baccalaureate Mass.

GRADUATION/COMMENCEMENT

Saturday, May 12, 2018

1. 10:00 a.m. Doctoral, Master's and Continuing Adult & Professional Studies Graduation

Commencement for Doctoral, Master's and Continuing Adult and Professional Studies will begin at 10:00 a.m. on Saturday, May 12th in The Mirinda Center for Sport, Spirituality and Character Development. Lineup will begin at 9:00 a.m. in Community Hall of the Mirinda Center. Academic attire will be worn - cap, gown, and tassel. Hoods will be draped over your right arm. The Dean or Division Representative will hood each graduate before receiving the diploma.

2. 3:00 p.m. Undergraduate Graduation

Commencement for **Undergraduates** will begin at 3:00 p.m. on Saturday, May 12th in the Mirinda Center for Sport, Spirituality and Character Development. Line-up will begin at 2:00 p.m. in Community Hall of the Mirinda Center. Academic Attire will be worn – cap, gown, tassel and hoods

ADMISSION TICKETS

The number of guest tickets for each graduate is determined by the number of graduating students along with the maximum number of seats available in the Mirinda Center. Each Graduate will receive 4 tickets which you will be able to download from a link on the commencement website after April 9th, 2018. You will be able to download your reserved tickets from April 9th until April 27th. Instructions on how to download your tickets will be posted to the main commencement web site. Any guest entering the Mirinda Center, including children, will need a ticket. There are no exceptions to this policy. Anyone who attempts to attend the ceremonies without a ticket will be denied entrance to The Mirinda Center. Any additional tickets that become available will be released on May 4th, 2018. Details will be forthcoming on how to obtain your extra tickets.

Ticket Policy

The sale of unused commencement tickets and any fraudulent activity related to tickets is strictly prohibited. Anyone found to be selling or purchasing unused commencement tickets could face academic discipline including the loss of the privilege to participate in their commencement ceremony. The tickets are university property, therefore each ticket is a “revocable license” which the university can withdrawal at any time at its sole discretion.

COMMENCEMENT LIVE STREAM

A live stream of each ceremony will be added to the Neumann University webpage one hour prior to the start of each ceremony to accommodate those family members/friends who are unable to attend. Additionally, all ceremonies will be recorded and available to view/download for free approximately 1-2 weeks after the ceremonies.

PARKING

Please advise guests that parking is available in the Life Center parking lot and the Living and Learning Center student lot. Shuttle service will be available from the Rocco A. Abessinio Building parking lot to The Mirinda Center. Carpooling is suggested because of the number of guests expected to attend.

ACCESSABLE SEATING

Some seating is available for guests in wheelchairs or with limited mobility, with one companion seat. Tickets are also required for this special seating. If a guest requires special seating, send an email request with an explanation of the need (wheelchair, minimal steps, etc.) by April 15th to Mr. Lee Strofe at strofel@neumann.edu.

Elderly or handicapped persons may be dropped at the side entrance of the Mirinda Center before 9:30 a.m. for the 1st ceremony and by 2:30 p.m. for the 2nd ceremony.

GRADUATION HONORS

Graduation Honors at Commencement, are reserved for first-time baccalaureate students who have successfully completed a minimum of **60** credits at Neumann University (excluding all accepted transfer credits and documented prior learning) and have a cumulative GPA of 3.50 or higher. If you have any questions about your eligibility to receive Graduation Honors, please contact the Registrar's Office at 610-558-5635 or natalej@neumann.edu. Honors cannot be officially determined until after May 11th, when all grades have been processed.

FURTHER INFORMATION

Please call the **Academic Affairs Office at 610-558-5507** if we can be of service. We wish you the blessings of peace and all good as you approach your Graduation Day!