



## M E M O R A N D U M

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OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS  
NEUMANN UNIVERSITY

TO: Candidates for Graduation 2017

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

RE: Baccalaureate Mass May 13, 2017 – 9:30 a.m. – The Mirenda Center  
Commencement/Graduation May 13, 2017 – 12:30 p.m. – Neumann Campus  
South Drive Lawn

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Congratulations! Our records indicate that 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.

All graduates are expected to attend commencement exercises. Anyone wishing to be excused must e-mail the following address:

Judy Wynes  
wynesj@neumann.edu

Please include your student ID or the last four digits of your social security number. Also, indicated in the email whether or not you want your diploma mailed to you or you want to pick it up in the Registrar's Office after May 15, 2017.

**IMPORTANT TO PICK UP CAP AND GOWN AND RECEIVE DIPLOMA:** In addition to satisfying all degree requirements, the following obligations must be met in order to pick up your cap and gown and receive the diploma:

- Pay all outstanding fees to the Business Office and the Library, visit WebAdvisor to check your balance due
- Complete an exit interview [www.studentloans.gov](http://www.studentloans.gov) no later than April 21<sup>st</sup> if you have *ever* received Federal Direct Student Loans or NSL Nursing Loans
- Complete First-Destination Survey by April 24<sup>th</sup>. The link to the survey will be available on April 12th. Go to <https://www.neumann.edu/career-development> to access the link.

## **BACCALAUREATE MASS**

Our Baccalaureate Mass will be held on Saturday, May 13<sup>th</sup> at 9:30 a.m. in The Mirinda Center for Sport, Spirituality and Character Development. Graduates will sit with their families at Mass and will wear cap, gown and tassel. 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 9:00 a.m. for the Baccalaureate Mass.

## **GRADUATION/COMMENCEMENT**

Graduation will begin at 12:30 p.m. on Saturday, May 13<sup>th</sup>. Lineup will begin at 11:00 a.m. in Community Hall in the Mirinda Center. Again, 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.

Weather permitting, we will hold the graduation ceremony outside on the South Drive lawn (lawn between the Convent and University). In case of heavy rain, the ceremony will be moved inside to The Mirinda Center. **The admission tickets for inclement weather will be distributed when you pick up your cap and gown on April 27<sup>th</sup>.** These tickets will be used in case of inclement weather and the need to move the ceremony inside. No tickets will be needed if the ceremony is conducted outside.

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 and The Mirinda Center. Carpooling is suggested because of the number of guests expected to attend. Elderly or handicapped persons may be dropped off by the Child Development Center before 12:00 noon (please follow signs to drop off point). To reserve handicapped seating, please contact Mr. Lee Strofe at [strofel@neumann.edu](mailto:strofel@neumann.edu) or 610-361-5410.

Closed circuit TV will be available in the Knights' Café (ground floor of the Bachmann Main Building across from the bookstore) for those guests who would be more comfortable indoors.

## **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](mailto:natalej@neumann.edu). Honors cannot be officially determined until after May 11<sup>th</sup>, when all grades have been processed.

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