



MEMO TO: University Administration, Faculty and Staff
FROM: Commencement Committee
SUBJECT: **May Commencement, 2017, and Related Information**

*College of Graduate Studies & Adult Learning Commencement
Undergraduate Commencement*

You are cordially invited to attend the Spring Commencement exercises at Millersville University. The eighth annual College of Graduate Studies & Adult Learning Commencement will be held on **Friday, May 12, 2017, at 6:30 p.m. in Pucillo Gymnasium** for those receiving their master's degree and/or post-bachelor's certification or graduate awards.

The Undergraduate Commencement will be held on **Saturday, May 13, 2017, at 10:00 a.m., on Chryst Field at Biemesderfer Stadium. Rehearsal will be held on Thursday, May 11 at 4:00 p.m. in Pucillo Gymnasium for those participating in either or both ceremonies.**

Those who have placed rental or purchase orders for regalia with Darlene Hunsberger at the University Store will be contacted by her directly by email when their orders arrive. Darlene's contact information is: 871.7610; email dhunsberger@ssi.millersville.edu.

University Store hours:

Monday-Thursday 8:30 a.m.-7:00 p.m.

Friday 8:30 a.m.-5:00 p.m.

Saturday 10:00 a.m.-2:00 p.m.

Rental Fees: Rental Fees:

Doctoral Unit (velvet tam, gold metallic tassel, gown and hood) \$72.00

Doctoral Unit (gown, hood, **without** tam and tassel) \$62.00

Master Unit (cap, gown, hood tassel) \$56.00

Bachelor Unit (cap, gown, hood, tassel) \$54.00

Kindly respond NO LATER THAN APRIL 28 directly to Carol Reichler, Director of Events, (871.5824; carol.reichler@millersville.edu) with the following specific information:

- **your attendance plans to process in regalia so that appropriate seating arrangements may be made for you at either or both ceremonies; and**

which ceremony (or both) will you be processing--the Graduate ceremony AND/OR the Undergraduate ceremony;

- As a member of the processional, you will NOT need a ticket. Tickets for the indoor undergraduate ceremonies (in case of inclement weather) for all non-robing faculty, staff and guests are available on a space available basis at the SMC ticket window until May 5. There are no tickets needed for the Graduate Commencement ceremony. Further information about the inclement weather plan will be posted on the Commencement website.

****Please note that due to turf/field requirements on Chryst Field in Biemesderfer Stadium, everyone (including students) walking onto the field and/or onto the Platform MUST wear flat-soled shoes (no heels) for the processional and ceremony.**

This year, the robing areas for Graduate Commencement are identified as follows:

- Faculty will robe in Room #211
- Platform will robe in Room #209
- Platform and Special Needs persons may park in the Pucillo lot; VIP guests may park in the lower and outside Deck area of the Garage; all others may park in adjacent building lots.
- **NOTE: The PENN MANOR POST PROM will be held later this same evening; parking restrictions will occur for the upper level of the garage and surrounding the school.**

Immediately following the Graduate commencement, a reception will be held at Pucillo. Guests are invited to attend the reception to meet new graduates and their families.

The robing areas for Undergraduate Commencement are identified as follows:

- Faculty will robe in Breidenstine Lobby (parking will be available in the Creek Drive lot with your University issued hang tag)
- Platform Party members will robe in The Ford Atrium, McComsey Hall (parking will be available in the McComsey Hall/James Street lot)
- VIP Parking will be provided in the Deck area of the Garage
- Special Needs parking will be available immediately adjacent to the stadium by their state issued placard.

SHOULD THERE BE A NEED TO MOVE INDOORS AT PUCILLO GYMNASIUM FOR THE UNDERGRADUATE COMMENCEMENT CEREMONY, THE FOLLOWING SCHEDULE WILL BE FOLLOWED:

10:00 a.m. College of Science & Technology and College of Education and Human Services – robing begins at 9:00 a.m.

**2:00 p.m. College of Arts, Humanities and Social Sciences – robing
begins at 1:00 p.m.**

Those who have responded with their plans to process will be provided details for the day of Commencement on or about May 1.