



Millersville University
CAMPAIGN FOR STUDENTS

MEMO TO: University Administration, Faculty and Staff
FROM: Commencement Committee
SUBJECT: ***Invitation to December Commencement, 2018, and Related Information***

You are cordially invited to attend the Fall Commencement exercises at Millersville University on Sunday, December 16, 2018, at 2:00 p.m., in Pucillo Gymnasium. ***Rehearsal for those participating in the ceremony will be held on Friday, December 14 at 4:00 p.m. in the gymnasium.***

The alternate satellite viewing site is at the Student Memorial Center, Reighard Multipurpose Room. This facility will provide comfortable seating especially for persons with special needs and families with small children. In addition, the ceremony will be webcast for friends and relatives who are unable to attend the ceremony on campus.

NEW THIS YEAR!

Faculty who do not currently own their regalia and who wish to attend Commencement are offered **complimentary gowns (only)** by contacting Darlene Hunsberger at the University Store (871.7610). At that time, you may either rent or purchase your cap, hood and tassel (see fees below). Due to the production time necessary to fill these orders for regalia items, rented or purchased, **ALL ORDERS MUST BE RECEIVED NO LATER THAN OCTOBER 29, 2018** to receive these prior to graduation.

Rental Fees:

HOOD only	\$29.00
CAP & TASSEL only	\$21.00
TAM only	\$25.00

Those who have placed rental or purchase orders for regalia at the University Store will be contacted directly by email when their orders arrive. If you have questions, the University Store's contact information is (717) 871-7610 or email: dhunsberger@ssi.millersville.edu during the hours of 8:30-4:30 p.m.

The University Store hours (during the week prior to commencement, December 10-16):

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

To reserve your seat at Commencement, kindly respond directly to Carol Reichler, Director of Events, (871.5926; carol.reichler@millersville.edu) with your attendance plans to process in regalia no later than November 20, 2018, so that appropriate arrangements may be made for you. Also please indicate if you will be accompanied by a guest, so that guest seating tickets may be sent to you. As a member of the processional, you will NOT need a ticket.

You are requested to use your MU parking permit for parking the day of commencement in adjacent building lots. The Platform Party and special needs vehicles will be parking in the reserved Pucillo lot. Special Guest reserved parking will occur in the garage and deck areas.

Those who have responded with their plans to process will be provided details for the day of Commencement on or about December 7, 2018.