Commencement Ceremony

2016 | SATURDAY, MAY 14
    | 10 A.M.

INTRAMURAL FIELD, BEHIND THE BRANDT STUDENT CENTER

NOTE: Please allow at least 3 hours for the ceremony.
Complete information on commencement, including a directory of weekend activities is available at www.su.edu/commencement

Important information will also be sent to graduating students via their SU email throughout the spring semester.

Disclaimer: The information in the Commencement Guide is subject to change, and as such, there may be revisions of certain information. Please check the commencement website and your SU email often for the most up-to-date information, as well as the commencement Facebook page.
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Applying to Graduate

Students wishing to graduate are REQUIRED to complete an application to graduate, which is available securely online in WebAdvisor. You are strongly encouraged to meet with your adviser before applying in order to ensure eligibility for graduation.

Application Deadlines

December degree conferral – October 1
May degree conferral – March 1
August degree conferral – July 1

Please direct any questions to Valerie Taylor in the Registrar’s Office at 540-665-4537 or vtaylor@su.edu.
STUDENT PARTICIPATION IN THE CEREMONY

Not all students may be able to complete degree requirements in time for commencement. You may participate in the commencement ceremony at any time after your degree requirements have been met or as specified by the guidelines in the Course Catalog.

Shenandoah University’s commencement ceremony is scheduled in May. You may “walk” in the May ceremony if you have attempted enough credits required for completion of your degree program minus six in the semester of commencement. Exceptions may be approved only by the vice president for academic affairs.

You may participate in one commencement ceremony for each degree earned, and your name may be printed one time — for each degree earned — in the commencement program.
STUDENT PARTICIPATION IN THE CEREMONY

PART 2

CLASS HONORS

You will only be eligible for class honors if you’ve fulfilled all of your degree requirements. Honors for the commencement program in May are calculated at the end of the fall semester prior to graduation.

If you complete your requirements after the May ceremony, honors will be calculated at the end of your final term and will appear on your transcript and diploma. Your honors will also be eligible for inclusion in the commencement program the following May.
GRADUATES ARE REQUIRED TO RSVP NO LATER THAN MAY 1ST

Tickets are not required for graduating students, however, graduating students are required to RSVP with their anticipated participation in the university’s commencement ceremony no later than May 1. This ensures that there is enough seating provided for our graduates and their guests.

Graduates can easily RSVP online using the Graduate Reservation Form.
The degree conferral date is the last day of each term. Verification of conferral eligibility may be completed within four weeks after the last day of the term. Your transcript will not show the degree conferral until this verification has been completed. If your eligibility for conferral cannot be determined within that 4-week period, you’ll be required to reapply for graduation in the subsequent term.

To increase accuracy and to prevent damage to the diplomas, Shenandoah University does not distribute official degrees at the ceremony. Your official degree will be mailed to the address you provided within 6-8 weeks after graduation, as long as you’ve met all necessary obligations and requirements. During the ceremony, you will be given a mock diploma scroll.
GRAD FINALE

WEDNESDAY, APRIL 6, 2016
8 A.M. - 4 P.M.
Ferrari Room, Brandt Student Center

SIMPFLIFY YOUR GRADUATION PROCESS:

• Pick up or order your cap and gown
• Order transcripts
• RSVP for participation in commencement
• Reserve special accommodations
• Schedule Photography with GradImages™
• Purchase SU memorabilia
• Order announcements
• Meet with Alumni Affairs
• Check in with Financial Aid and Student Accounts
• Learn about opportunities through Career Services

PLUS MUCH MORE!

• Win Door Prizes
• Socialize with fellow Grads
CAPS & GOWNS, HONOR CORDS AND GRADUATE HOODS

Graduates wishing to participate in the May commencement ceremony or their individual school ceremony will need a cap and gown. To order your complimentary cap and gown, please do so by April 1 by going to www.oakhalli.com/shenandoah.

You may pick up your cap and gown during Grad Finale or any time after the event at the university bookstore during their regular business hours, 9 a.m. to 5 p.m., Monday through Friday.

QUESTIONS?
Contact the Bookstore at 540-665-4523 or Shenandoah@bkstr.com.

IMPORTANT:
If you did not order your complimentary cap and gown through Oak Hall after completing your graduation application, please do so immediately by going to the address below.

www.oakhalli.com/shenandoah
CAPS & GOWNS, HONOR CORDS AND GRADUATE HOODS

OFFICIAL SHENANDOAH UNIVERSITY DOCTORAL GOWNS

Doctoral students have the opportunity to purchase official Shenandoah doctoral gowns from the university bookstore. This gown was created to resemble the Presidential regalia worn by Dr. Tracy Fitzsimmons. It is a valuable investment, particularly if you plan to remain in academia.

A sample of the regalia is available in the university bookstore. This regalia is custom-made and takes approximately six to eight weeks to ship.

HONOR CORDS AND GRADUATE HOODS

Gold cords in recognition of Latin honors will be distributed during graduate line-up. Honors will be calculated based on your fall GPA for the commencement program. The honors listed on your transcript will be based on your cumulative GPA. Honor cords are given only to undergraduate students.

Doctoral and master’s students will be hooded during separate ceremonies within their school/division and should wear their hoods during the university’s commencement ceremony.
COMMENCEMENT REHEARSAL

FRIDAY, MAY 13, 2016

4 P.M. – 5 P.M.
Armstrong Concert Hall

REHEARSAL IS MANDATORY FOR ALL GRADUATES PARTICIPATING IN THE COMMENCEMENT CEREMONY

Caps and gowns are not worn during rehearsal

Following an information session in Armstrong Concert Hall, you will participate in a brief walk-through of the processional and the ceremony at the Intramural Field.
BACCALAUREATE SERVICE

FRIDAY, MAY 13, AT 5:16 P.M.
Armstrong Concert Hall

All graduates and their loved ones are invited to attend the Baccalaureate service. This inter-denominational service provides an opportunity for peaceful reflection and gratitude amidst the flurry of excitement. Student speakers reflect on their time at Shenandoah, and faculty and administrators offer encouragement and congratulations. Students, faculty and staff present music, dance, theatre and other artful expressions to inspire you on your journey. This event is free and open to the public.

FOR QUESTIONS CONTACT:
DeLyn Celec
Office of Spiritual Life
540-665-3485 or dcelec@su.edu.
The names of all August, December and May Graduates will be automatically included in the commencement program.

Please note:
The final list of names for the commencement program is compiled and released to the printer within days of the deadline, so exceptions cannot be made. If you apply to graduate after the application deadline, your name may not appear in the printed program due to printing deadlines.

If you would like your name to be **excluded** from the printed commencement program, you must contact Valerie Taylor in the Registrar’s Office by April 1 at vtaylor@su.edu.
Shenandoah University strives to ensure that all graduates and guests can participate fully in this ceremony.

Any graduate with special needs should complete the ADA Accommodations Reservation Form by April 30, to ensure that arrangements can be made for graduate line-up, processional / recessional, ceremony seating and for crossing the stage.

Additional details on graduate and guest accommodations can be found on the commencement website in the “Accommodations for Persons with Disabilities” tab.

www.su.edu/commencement-tickets
GRADUATE CHECK-IN & LINE-UP

PART 1

Please report in your cap and gown for line-up at SMITH LIBRARY PLAZA ON THE QUAD
from 8-8:30 A.M.

UPON ARRIVING AT LINE-UP, GRADUATES WILL

01 Pick up your reader card and honor cord (if applicable) from the appropriate designated table.

02 See the readers if you have a name you feel is difficult to pronounce, so the readers can make note of the correct pronunciation.

03 Complete the back of the reader card.

04 Banner carriers should report to the banners table to pick up their appropriate banner.

* NOTE: Do not bring any valuables, purses, etc., as you will have to carry whatever you bring with you to your seat at the ceremony. Shenandoah is not responsible for items that are lost, damaged or stolen.
Once lined up, you are not permitted to leave the line-up site or your designated line. Feel free to take photos or stop by the OMC video tent while waiting to be lined up.

Please remain at the line-up site after all of the steps are followed, in order to begin lining up on time and to hear all important announcements and directions. Be sure to use the restroom, etc., prior to reporting to line-up. There will be water available at the line-up site.

Please listen carefully, as you will be lined up based on your school or division and by degree program. Staff members will offer further explanation during line-up and at rehearsal.

Your commencement program will be on your seat at the ceremony sites, weather permitting.
There is no “official” dress code for commencement. However, since commencement is a formal ceremony, business casual dress is suggested under your gown. You are encouraged to wear comfortable shoes, as you will be standing and walking for much of the day.
GET SOCIAL
ABOUT COMMENCEMENT

We want you to use the official #ShenUgrad16 hashtag in your tweets and posts. Use the hashtag wherever you enjoy being social.

Email any photos you’d like to include on our Facebook page to commencement@su.edu.

*Use the below sites and search terms:*
CAMPUS FACILITIES

CAMPUS MAP
Please download a detailed campus map on our website at www.su.edu/campus-maps

CAMPUS BOOKSTORE
Hours during commencement weekend:
Thursday – Friday, 9 a.m. – 5 p.m.
Saturday, 8 a.m. – 2 p.m.

MEDICAL EMERGENCY NEEDS
Emergency medical staff will be on campus the day of commencement.

RESTROOMS ON CAMPUS
Portable restrooms for guests will be available at the ceremony site. Indoor facilities are available in the Brandt Student Center.

ATMS ON CAMPUS
Two ATMs (BB&T and Wachovia) are located in the Brandt Student Center.
LIVE WEB BROADCAST OF
THE COMMENCEMENT CEREMONY

The commencement ceremony will be broadcast live over the internet, beginning approximately 10-15 minutes prior to the start time of the ceremony. If you have family and friends who cannot physically attend the ceremony, the live feed can be viewed at the web address below.

www.su.edu/commencement-webcast
PRESIDENT’S RECEPTION

Immediately following the ceremony
PRESIDENT FITZSIMMONS
WILL HOST A LIGHT RECEPTION
on the Quad by the big “SU.”

Guests planning to attend the reception
are asked to RSVP online no later than
WEDNESDAY, MAY 11, 2016
GRADUATES
Tickets are not required for graduating students, however, graduating students are required to RSVP with their anticipated participating in the university’s commencement ceremony no later than May 1.

SEATING FOR PERSONS WITH DISABILITIES
There will be a designated seating area for disabled guests; staff will direct guests to this area. Tickets are REQUIRED for this seating area.

Please refer to the “Accommodations for Persons with Disabilities” section.

GENERAL ADMISSION
Tickets are neither issued nor required for general admission seating for the commencement ceremony. Seating in the General Admission Guest Seating areas will be on a first-come, first-served basis. Guests will not be permitted to enter the outdoor commencement ceremony site until 8 am. Please plan accordingly.

SEVERE WEATHER PLAN TICKETS
Graduates will be issued at maximum 4 Severe Weather Plan tickets for their guests, in the event severe weather moves the ceremony indoors.

Please refer to the “Severe Weather Plan” section.
PARKING & TRAFFIC INFORMATION

All guests and graduates should plan to enter campus at **UNIVERSITY DRIVE AT MILLWOOD AVENUE**

*Please do not enter campus through Jim Barnett Park.*

- Department of Public Safety (DPS) staff members will direct drivers to designated parking areas on campus. Shuttles will be available for overflow parking at Shentel Stadium, as well as throughout campus. Please be sure to only park in the designated areas. Parking in prohibited areas may result in the vehicle being towed. Please note that University Drive will be closed to all traffic with the exception of authorized personnel only.

- Handicapped parking will be available in lot D beside the Brandt Student Center with overflow in lot F by Aikens Athletic Center. DPS staff members will direct only vehicles with reserved parking passes or vehicles with DMV handicap placards/license plates to this designated parking area. For additional details, refer to the “Accommodations for Persons with Disabilities” section.

- Normal traffic patterns will resume immediately following the ceremony. Local law enforcement will be on-hand to assist in directing traffic off campus.

- Travel is slower due to heavier traffic during graduation events and activities. If you drive, allow ample time for arriving to and leaving from campus.

- Please refer to the Campus Map, located at: [www.su.edu/commencement-details](http://www.su.edu/commencement-details)
Shenandoah University strives to ensure that all graduates and guests can participate fully in this ceremony. Tickets are required for guests who need accommodations during the ceremony in order to sit in the Reserved Special Needs Seating Area.

Any graduate or guest with hearing or visual impairments, mobility limitations, or other special needs should complete the **ADA Accommodations Reservation Form by April 30**, to ensure that requested services can be provided the day of commencement.

Additional details can be found on the commencement website in the “Accommodations for Persons with Disabilities” tab at [www.su.edu/commencement-details](http://www.su.edu/commencement-details).
GUEST SEATING RESERVATIONS & TICKETS

A reserved seating area is available for guests with special needs and limitations. Tickets will be issued and required for this section.

Due to the large number of guests attending and the limited space in the reserved seating area, seating is guaranteed for those who make reservations only.

Some additional overflow seating will be available on a first-come, first-served basis only but will not be guaranteed. Guests needing these services should complete the ADA Accommodations Reservation Form by April 30.

Please complete the ADA ACCOMMODATIONS RESERVATION FORM by APRIL 30
HANDICAPPED PARKING
Reserved parking will be available in Lot D next to the Brandt Student Center and will be for ticket holders only (reserved via the ADA Accommodation Reservation Form). General handicap parking (non-ticket holders) will be in Lot F next to the Aikens Athletic Center, which will be strictly for vehicles with DMV-issued handicapped license plates or placards.

Public safety officials and staff will direct you to the appropriate areas and provide a drop-off point with golf-cart assistance to the ceremony site. SU staff will use golf carts to transport those who need assistance from the Check In Area to their seats on the ceremony field. Shuttles will also be running throughout the morning and following the ceremony for all other lots on campus.

INDOOR VIEWING
The commencement ceremony will be broadcast live (rain or shine) in the Ferrari Room of the Brandt Student Center, which is air-conditioned and accessible. Accessible restrooms are also available in the Student Center.
SEVERE WEATHER TICKETS

In the event of potentially dangerous weather or other conditions that make it unsafe for guests to sit outside, the University will enact its Severe Weather Plan (SWP). Under this plan, the ceremony will be moved indoors to Ohrstrom-Bryant Theatre and will be broadcast live to reserved venues throughout campus. Entry to these reserved venues will be by SWP ticket only, as indoor seating is very limited. Each graduate is allowed a maximum of 4 complimentary SWP tickets.

Graduates should reserve their SWP tickets online by May 7 and read the complete plan at www.su.edu/commencement-SWP.

In the event of rain prior to line-up, graduates may be asked to line up in the Shingleton Gymnasium. Announcements via social media, signs and text alert will be made if the location is changed.
PHOTOGRAPHY

SHENANDOAH UNIVERSITY PROVIDES A PROFESSIONAL PHOTOGRAPHER AS A SERVICE TO GRADUATES

GradImages™ will take photos as you cross the stage and shake President Fitzsimmons’ hand. A close-up photograph will also be taken after you cross the stage. GradImages™ will mail a free, passport-size, full-color proof to you. The purchase of additional photos from GradImages™ is entirely optional. GradImages™ will contact you when your photos are available for online viewing and ordering.

You are encouraged to preregister at www.gradimages.com/Register.cfm

GradImages™ — www.gradimages.com
Contact GradImages™ at 1-800-628-4509
GUEST ETIQUETTE

NO PETS

Please do not bring any pets with you to the ceremony. Service animals will be the only animals permitted at the ceremony site.

SILENCE YOUR PHONE

Please refrain from cell phone usage during the ceremony. All mobile devices should be silenced upon entry to the seating area.

NO BLOCKING

Please do not block aisles, entrances and exits. Guests may take photos during the ceremony but are not permitted to enter the graduate seating area or block the aisles used by graduates during the ceremony.
LOST AND FOUND

To report any lost and found items during the event, please visit the information kiosk on-site on the west end of the Intramural Field. Staff on-site will be able to assist you.

Following the event, please contact the Brandt Student Center Information Desk at: **540-665-4907**
STAY CONNECTED WITH YOUR ALMA MATER! VISIT THE SHENANDOAH UNIVERSITY ALUMNI ASSOCIATION AT connect.su.edu

There, you can read about fellow alumni, plan for upcoming alumni events, including the annual Homecoming Weekend and Conservatory Alumni Reunion, create an alumni email account, and much more. Be sure to connect with your alma mater via social media @ShenUAlumni

The Office of Alumni Affairs wants to hear from you. Send any contact information updates, job changes or personal updates to alums@su.edu

See yourself in the next alumni newsletter or Shenandoah Magazine!