Commencement
SALISBURY UNIVERSITY
INFORMATION
Undergraduate Ceremonies
Thursday, May 21, 2015 • 10 a.m. and 2:30 p.m.
Congratulations!

We look forward to your participation in Commencement at the Wicomico Youth and Civic Center.

The graduate commencement ceremony for graduates receiving master’s and doctoral degrees will be held on Wednesday, May 20, at 6 p.m. Undergraduate students receiving bachelor’s degrees will participate in commencement ceremonies on Thursday, May 21, at 10 a.m. and 2:30 p.m.

You will receive information from Balfour, SU’s vendor for caps and gowns and other graduation products such as announcements and diploma frames. There is no charge for your cap and gown, but you do need to be measured at the Cap and Gown Ordering Event, February 16-19.

If you are interning off campus or a student at a satellite campus, you may make special arrangements to get your cap, gown and guest tickets by mail. Instructions are included on the inside back cover of this brochure.

Please visit www.salisbury.edu/commencement for the most up-to-date information on the graduation ceremonies. Detailed instructions and updates for graduation day are posted there. And check your SU e-mail account regularly for e-mails from commencement@salisbury.edu for specific instructions throughout the semester.

Best wishes as you complete your final semester,
Diane D. Allen, Ed.D.
Provost and Senior Vice President for Academic Affairs

Diane D. Allen

Commencement Ceremony Directions
Wicomico Youth and Civic Center
500 Glen Avenue, Salisbury, MD 21804
UNDERGRADUATE COMMENCEMENT TIMELINES

WICOMICO YOUTH AND CIVIC CENTER

**GRADUATION FAIRS AT THE SU BOOKSTORE**

<table>
<thead>
<tr>
<th>Guest Tickets</th>
<th>February 16-19</th>
<th>April 13-17</th>
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<tbody>
<tr>
<td>You will receive 6 guest tickets</td>
<td>Order your cap and gown from the Bookstore</td>
<td>Pick up your cap, gown and guest tickets from the Bookstore</td>
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<tr>
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<td>Cap and gown portraits at the Bookstore*</td>
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* GradImages will be taking cap and gown portrait photos at the Cap & Gown Pick-Up Fair at the Salisbury University Bookstore, Monday-Friday, April 13-17.

You will receive a passport-sized, color proof image in the mail approximately one week after the event. There is no obligation to purchase, and GradImages guarantees complete satisfaction.

**THURSDAY, MAY 21**

10 A.M. UNDERGRADUATE CEREMONY
HENSON SCHOOL OF SCIENCE & TECHNOLOGY
SEIDEL SCHOOL OF EDUCATION & PROFESSIONAL STUDIES

<table>
<thead>
<tr>
<th>Time</th>
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<tbody>
<tr>
<td>9 a.m.</td>
<td>Doors open for guests and graduates</td>
<td>9:45 a.m.</td>
<td>Guests must be seated by this time</td>
<td>10 a.m.</td>
<td>Commencement begins</td>
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<tr>
<td>8:45 a.m.</td>
<td>Doors open for disabled seating</td>
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**THURSDAY, MAY 21**

2:30 P.M. UNDERGRADUATE CEREMONY
FULTON SCHOOL OF LIBERAL ARTS
PERDUE SCHOOL OF BUSINESS

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<tbody>
<tr>
<td>1:30 p.m.</td>
<td>Doors open for guests and graduates</td>
<td>2:15 p.m.</td>
<td>Guests must be seated by this time</td>
<td>2:30 p.m.</td>
<td>Commencement begins</td>
</tr>
<tr>
<td>1:15 p.m.</td>
<td>Doors open for disabled seating</td>
<td></td>
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A reception for graduates and their guests is held in the Midway Room after each ceremony.

For updates and more information, visit: [www.salisbury.edu/commencement](http://www.salisbury.edu/commencement)
Getting Ready

Grades/Guests with Physical Disabilities

- Graduates with physical disabilities needing assistance should contact the Commencement Office by Friday, April 25, at 410-543-6232 or commencement@salisbury.edu.
- Guests with physical disabilities - please use SU’s online reservation system, available Monday, February 10, at: www.salisbury.edu/commencement.

Hearing-Impaired Guests

Sign language interpreters are present for the entire graduation ceremony. Please contact the Commencement Office at 410-543-6232 or commencement@salisbury.edu for information about hearing-impaired seating. Since seats cannot be reserved, an early arrival is suggested. Ask an usher for the location as you enter the Civic Center.

Commencement Regalia and Guest Tickets

- Order your cap and gown at the Graduation Fair in the SU Bookstore:
  Monday-Thursday, February 16-19: 9 a.m.-6 p.m.
- Caps, gowns, master’s hoods, guest tickets and announcements will be distributed at the Graduation Pick-Up Fair in the SU Bookstore:
  Monday-Thursday, April 13-16: 9 a.m.-6 p.m.
  Friday, April 17: 9 a.m.-4 p.m.

Professional Photographs

Professional photographers will take photos of graduates as diplomas are awarded. Graduates will receive graduation photo information from Grad Images (www.gradimages.com). A proof with ordering details will arrive at your permanent address within two to four weeks after commencement.

Dress Code

Commencement is a formal academic occasion and should be viewed as such in dress and demeanor. The following guidelines are provided to help you prepare for your Commencement ceremony. Graduates choosing not to abide by these guidelines will not be allowed in the Civic Center and may be escorted from the ceremony.

- The academic robe is black with a V neckline and shows part of your clothing underneath. The recommended dress is similar to what you would wear to a formal interview.
- Dress clothing. Shorts are not permitted.
- Dress shoes.
- The gown should be mid-calf.
- No jewelry on or over the gown. Fraternity or sorority pins/ribbons may be worn; these are academic emblems and are not considered jewelry. Kente cloths are permitted.
- No flowers on the academic robe. Flowers may not be carried.

- The mortarboard (academic cap) should be worn with the front point over the forehead below the front hairline, so the flat board is parallel to the floor. NO DECORATION OF ANY KIND IS PERMITTED ON THE MORTARBOARD.
- Students earning Latin honors wear a gold and white hood; hoods are distributed to students with the cap and gown. The hood is worn with the gold side out and the white inner lining turned out at the top, over the gold (like a collar). Cords and sashes should be worn under the honors hood.
- Candidates for the bachelor’s degree should come into the auditorium with the tassel on the right, hanging near the right eye. After the degrees are conferred, the tassel is shifted to the left side. The signal for shifting the tassel will be given by the president (and/or your faculty marshal).

For updates and more information, visit: www.salisbury.edu/commencement
**WHAT TO EXPECT ON COMMENCEMENT DAY**

Commencement is a formal academic occasion and should be viewed as such in dress and demeanor. The following guidelines are provided to help you prepare for your Commencement ceremony. Graduates choosing not to abide by these guidelines will not be allowed in the Civic Center and may be escorted from the ceremony.

### GRADUATE ARRIVAL

- You should arrive at the Civic Center one hour prior to the start of your ceremony to allow ample time to park your vehicle and enter the building. Carpooling is recommended as parking delays are expected. Graduates should NOT bring personal property to graduation. You will not be permitted to carry personal items during the ceremony.
- Problems with caps and gowns can be corrected on the day of the ceremony by SU Bookstore employees at the Civic Center, in Flanders Room No. 1, to the left of the arena entrances.
- All graduates enter through the MAIN ENTRANCE – NORMANDY ARENA of the Civic Center to line up for processional one hour prior to the start of the ceremony. As you face the front of the Civic Center, the main entrance is to the left. Graduates do not require a ticket for entrance to the Civic Center.
- LINE-UP INFORMATION FOR THE CEREMONIES WILL BE PROVIDED APPROXIMATELY ONE WEEK PRIOR TO THE CEREMONIES. Know your school; it will determine your line-up location.

### GUEST ARRIVAL

- Commencement ceremonies are held off campus at the Wicomico Youth and Civic Center, 500 Glen Avenue, Salisbury.
- GUEST ADMISSION IS BY TICKET ONLY. All guests require a ticket, including infants and children.
- Doors open one hour prior to the start of each ceremony.
- Guests must be seated 15 minutes prior to the beginning of the ceremony.

### ORDER OF CEREMONY

- Graduates are awarded *degrees* by school (e.g., Fulton School of Liberal Arts) first. President Janet Dudley-Eshbach will instruct undergraduates to move the tassel from the right side to the left side of the mortarboard.
- Graduates are awarded *diplomas* individually. Faculty marshals will give you a card with your name, degree and Latin honors, if applicable. Hand your card to the announcer at the podium when you reach the stage. Say your name softly so the announcer will know how to pronounce your name correctly. *The name on the card must not be changed for any reason.*
- During the recessional, graduates are to return to the area where they assembled prior to the ceremony. Please do not stop or congregate in the lobby.
- All graduates receive a diploma cover at commencement. Diplomas are mailed to your permanent address approximately six weeks after the ceremony to allow SU time to certify you have met all graduation requirements. For questions about your diploma, please contact the Registrar’s Office at 410-543-6150, or registrar@salisbury.edu

For updates and more information, visit: [www.salisbury.edu/commencement](http://www.salisbury.edu/commencement)
DECORUM

Graduation ceremonies are, by their very nature, festive occasions. The festivity manifests itself in many ways, including the dress of the students and faculty adorned in academic regalia and the warmth, joy and satisfaction of accomplishment. The ceremonies are also a solemn occasion; the actual conferring of degrees signifies long, hard work on the part of everyone involved: students, faculty, administrators, parents and spouses. As a consequence of the serious nature of the ceremony, students are expected to maintain a measure of decorum consonant with the occasion. Applause and other recognition of the conferring of degrees should be limited to a joint effort at the conclusion of each graduation group. Graduates are expected to return to their seats after receiving their diploma and to remain seated for the rest of the ceremony. Family and guests are asked to remain seated for the entire ceremony, refraining from leaving their seats in order to take pictures or to talk to graduates.

Please note these additional rules:

• No alcohol or illegal drugs are permitted in or around the Civic Center. Graduates who appear to be under the influence of either will be removed from the lineup and will not participate in the ceremony.
• Candidates should not chew gum or tobacco.
• Air horns or other noisemaking devices are not permitted by graduates or guests and will be confiscated. Balloons and banners are not permitted inside the Civic Center during commencement.
• Candidates should NOT have personal belongings in their possession during the commencement ceremony.

SPECIAL NOTE TO GUESTS

Our ceremony is truly an academic ritual; therefore, we ask that guests recognize that such an event requires a level of decorum be maintained. So that all families can hear the announcement of each graduate’s name, please limit the length and decibel level of celebratory response. The University reserves the right to escort from the building any individual or group creating inordinate noise that distracts from the solemnity of the program.

RECEPTION

A reception for graduates and their guests is held immediately following each ceremony in the Midway Room. The receptions are sponsored by the Salisbury University Alumni Association.

LIVESTREAM BROADCAST OF CEREMONIES

Can’t attend the commencement ceremony in person? Watch SU’s ceremonies live! Look for a link on the SU website (www.salisbury.edu) on May 20 and May 21 to view a livestream broadcast of the ceremonies via the Internet.

SU is an Equal Opportunity/AA/Title IX university and provides reasonable accommodation given sufficient notice to the University office or staff sponsoring the event or program. For more information regarding SU’s policies and procedures, please visit www.salisbury.edu/equity.

For updates and more information, visit: www.salisbury.edu/commencement
ON-CAMPUS CAP/GOWN ORDERING
is scheduled for Monday-Thursday, February 16-19.

If you are interning off campus or a student at a satellite campus, please send an e-mail as soon as possible to:

Deborah Johnson
University Bookstore
dyjohnson@salisbury.edu

In your e-mail, please include the following information:
Your full name
Your SU ID number
Your phone number
Your height
(Women – if you plan to wear heels at Commencement, please include your height with heels)
Request sashes for:
International/Study Abroad
Greek organizations, including Alpha Phi Omega
Student Organizations

ON-CAMPUS CAP/GOWN PICK-UP
is scheduled for Monday-Friday, April 13-17.

If you are interning off campus or a student at a satellite campus, the SU Bookstore will mail your cap, gown and guest tickets to you. Please include the following information in your e-mail to Deborah Johnson requesting delivery:
Your full name
Your SU ID number
Your phone number
Your physical address* – no post office boxes, please

Your cap, gown and tickets will be mailed to the address you provide. All requests to have these items mailed must be received by Friday, April 10, in order to ensure you receive them prior to Commencement.
Please note that SU is not responsible for lost or stolen items that are mailed to you.

* Cap, gown and tickets will not be mailed to local Salisbury-area addresses. Mail service is offered to out-of-town graduates only.

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