



SALISBURY UNIVERSITY  
**Commencement**  
**INFORMATION**

Undergraduate Ceremonies

Thursday, May 25, 2023 • 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 commencement ceremony for graduates receiving master's and doctoral degrees will be held on Wednesday, May 24, at 6 p.m. **Undergraduate students** receiving bachelor's degrees will participate in commencement ceremonies on Thursday, May 25, 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. You need to be measured at the Cap and Gown Ordering Event, February 20-23.

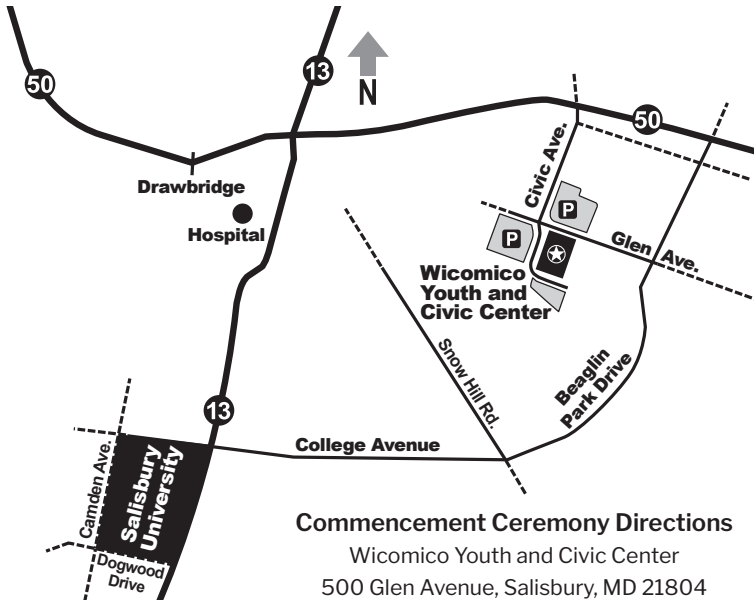
If you are interning off campus or a student at a satellite campus, you may make special arrangements to get your cap, gown and guest tickets by mail. Instructions are included on the inside back cover of this brochure.

Please visit [www.salisbury.edu/commencement](http://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](mailto:commencement@salisbury.edu) for specific instructions throughout the semester.



Best wishes as you complete your final semester,

Karen L. Olmstead, Ph.D.  
*Provost and Senior Vice President for Academic Affairs*



# UNDERGRADUATE COMMENCEMENT TIMELINE

Wicomico Youth and Civic Center

## GRADUATION FAIRS AT THE SU BOOKSTORE

### Guest Tickets

You will receive  
6 guest tickets†

### February 20-23

Order your cap and gown  
from the Bookstore

### April 10-13

Pick up your cap, gown  
and guest tickets from the  
Bookstore†

Cap and gown portraits  
at the Bookstore\*

Candidates for graduation must purchase and wear Salisbury University regalia, adhere to the regalia guidelines, and comply with related processes in order to participate in the ceremony. Degree candidates may not wear borrowed regalia. Payment is due at the pick-up event, April 10-13.

### BACHELOR'S REGALIA .....\$43.25 (plus tax)

Students will receive a bachelor's gown, hood, mortarboard (cap) and tassel

† Guest ticket availability is not guaranteed past April 13.

\* GradImages will take cap and gown portrait photos at the Cap and Gown Pick-Up Fair at the Bookstore, April 10-13. There is no charge for the portrait session, and there is no obligation to purchase a portrait package.

## MAY 25 – 10 A.M. UNDERGRADUATE CEREMONY

COLLEGE OF HEALTH & HUMAN SERVICES • HENSON SCHOOL OF SCIENCE & TECHNOLOGY • SEIDEL SCHOOL OF EDUCATION

### 9 a.m.

Doors open for guests  
and graduates

8:45 a.m. Doors open  
for disabled seating

### 9:45 a.m.

Guests must be  
seated by this time

### 10 a.m.

Commencement  
begins

## MAY 25 – 2:30 P.M. UNDERGRADUATE CEREMONY

FULTON SCHOOL OF LIBERAL ARTS • PERDUE SCHOOL OF BUSINESS

### 1:30 p.m.

Doors open for guests  
and graduates

1:15 p.m. Doors open for  
disabled seating

### 2:15 p.m.

Guests must be  
seated by this time

### 2:30 p.m.

Commencement  
begins

## GETTING READY

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### Graduates/Guests with Physical Disabilities

- Graduates with physical disabilities needing assistance should contact the Commencement Office via email ([commencement@salisbury.edu](mailto:commencement@salisbury.edu)) by Wednesday, April 26.
- Guests with mobility impairments may enter the Civic Center at the Box Office entrance for assistance. Doors open to assist guests requiring special accommodations at 8:45 a.m. and 1:15 p.m. Visit SU's commencement website for detailed information about our seating options at [www.salisbury.edu/commencement](http://www.salisbury.edu/commencement).

### Hearing-Impaired Guests

Sign language interpreters are present for the entire graduation ceremony. Please contact the Commencement Office at [commencement@salisbury.edu](mailto:commencement@salisbury.edu) for information about hearing-impaired seating.

### Commencement Participation

If you do not plan to participate in the commencement ceremony, please notify the Commencement Office by sending an email including your name and student ID number to [commencement@salisbury.edu](mailto:commencement@salisbury.edu).

### Professional Photographs

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

## DRESS CODE

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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. Recommended dress is similar to what you would wear to a formal interview.
- Shorts are not permitted.
- Dress shoes are suggested. The stairs to the stage are steep; please keep this in mind when considering heel height.
- The gown should be mid-calf.
- No jewelry on or over the gown.
- 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. Students may decorate caps in accordance with SU guidelines, available at [www.salisbury.edu/commencement](http://www.salisbury.edu/commencement).
- Undergraduate students earning Latin honors (cum laude, magna cum laude, summa cum laude) wear an honors cord. Latin honors cords are distributed to eligible students with the cap and gown.
- Candidates for the bachelor's degree enter the auditorium with the tassel on the right, hanging near the right eye. After the degrees are conferred, graduates will be invited to shift the tassel to the left.

# WHAT TO EXPECT ON COMMENCEMENT DAY

## 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 student 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 or college; 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 for general admission.
- Guests must be seated 15 minutes prior to the beginning of the ceremony.

## Order of Ceremony

- Graduates are awarded *degrees* by school or college.
- 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. *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

- 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](mailto:registrar@salisbury.edu).
- Majors are not listed on Salisbury University diplomas, but they are included on official transcripts.
- Students with an outstanding account balance will not receive diplomas or transcripts until the balance is paid in full. Contact the Cashiers Office ([cashiers@salisbury.edu](mailto:cashiers@salisbury.edu)) for more information.

## DECORUM

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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

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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.

## LIVESTREAM BROADCAST

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Can't attend the commencement ceremony in person? Watch SU's ceremonies live! Look for a link on the commencement website ([www.salisbury.edu/commencement](http://www.salisbury.edu/commencement)) on May 24 and 25 to view a livestream broadcast of the ceremonies via the internet.

# CAP AND GOWN ORDERING INSTRUCTIONS FOR OFF-CAMPUS STUDENTS

## **Online Cap/Gown Ordering**

is scheduled for Friday, February 24-Wednesday, March 1

Online ordering of cap and gown is available to students meeting any of the following criteria: 1) studying abroad; 2) enrolled in classes at a satellite campus; 3) interning out of the lower Delmarva region; or 4) enrolled in online classes and not living in the lower Delmarva region.

To order your cap and gown online, please visit the SU Bookstore website (<https://bookstore.salisbury.edu/>). Payment will be due upon order placement.\*\*

## **On-Campus Cap/Gown Pick-Up**

is scheduled for Monday-Thursday, April 10-13

Shipping of cap, gown and guest tickets is available to students meeting any of the following criteria: 1) studying abroad; 2) enrolled in classes at a satellite campus; 3) interning out of the lower Delmarva region; or 4) enrolled in online classes and not living in the lower Delmarva region.

Orders placed online will be provided the option of on-campus pick up or shipping. Shipping will be billed at the regular shipping rate. Payment will be due upon order placement.\*\*

\*\*Salisbury University is not responsible for lost or stolen items that are mailed to you.

**Make Tomorrow Yours** ›

**Salisbury**  
UNIVERSITY

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](http://www.salisbury.edu/equity).



1101 Camden Avenue  
Salisbury, Maryland 21801-6862

ADDRESS SERVICE REQUESTED

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Undergraduate Students: Thursday, May 25, 2023  
Wicomico Youth and Civic Center  
[www.salisbury.edu/commencement](http://www.salisbury.edu/commencement)