

55th Commencement Exercises

Cabrini College is pleased to provide prospective May 2015 Master's degree graduates and their families with the following important information about the 55th Commencement Exercises.

MASTER'S DEGREE NEWSLETTER

IMPORTANT REQUIREMENTS FOR GRADUATION

Application to Graduate

Students expecting to graduate in May 2015 should have filed an application to graduate with the Office of Graduate Studies. If you have not completed the application, you should do so immediately. Master's degree candidates should apply via the student portal, CabriniOne, by following the links under "More BannerWeb Student Records" to the Apply for Graduation link. Or, they can find the Graduation Notification form at www.cabrini.edu/graduate under "Forms" and should submit it to the Office of Graduate Studies immediately. Please note that completion and submission of the form does not represent final approval to graduate in May 2015 and should not be interpreted as a guarantee that you have completed all requirements for graduation.

Federal Student Loan Exit Session with Financial Aid

Students who borrowed a Federal Student Loan while at Cabrini are required to complete the exit counseling session by Friday, March 6, 2015. Instructions for completing the online session will be e-mailed by the Financial Aid Office. Those who fail to complete this requirement will be unable to obtain Commencement materials or to graduate, and will have a hold placed on their transcripts by the Financial Aid Office. If you have any questions, or if you are not sure that you borrowed a Federal Student Loan, contact the Cavalier Express Center at 610-902-8188.

Outstanding Financial Obligations with the Business Office

Students with outstanding financial obligations to the College must settle their accounts with the Business Office in order to receive Commencement materials, participate in graduation, receive a diploma and/or access

their transcripts. All prospective graduates are strongly encouraged to check the status of their student account and pay any remaining balances immediately. If you have any questions about your student account, please call the Cavalier Express Center at 610-902-8188.

Insufficient Credits to Graduate and Commencement Participation

Students who are within six credits of meeting all requirements for graduation may still participate in the graduation ceremony if they have enrolled in the remaining course(s) at Cabrini College, and have submitted a petition for permission to participate. Graduate students should submit their petition to Academic Affairs/Graduate Studies Office, Grace Hall, Room 135. Petitions must be received no later than Thursday, March 26, 2015. Please note that written permission to participate in the Commencement Ceremony (permission to walk) must be obtained before students can receive their academic attire or other items related to graduation. Students who have been granted permission to walk will have their name listed in the Commencement program with a notation next to their name indicating "degree to be awarded at a later date."

DISTRIBUTION OF GRADUATION MATERIAL AT COMMENCEMENT KICK-OFF

Bring Photo Identification and Allow One Hour.

Commencement Kick-Off is a "one-stop shopping" experience, where prospective graduates can clear any financial obligations to the College and obtain all Commencement related materials such as academic attire, parking passes, and printed graduation announcements. Please note the dates and times for Commencement Kick-Off (see schedule of events at left).

Printed Announcements: Each graduate will receive five (5) professionally printed Commencement announcements at no cost.

SCHEDULE OF EVENTS

COMMENCEMENT KICK-OFF (Distribution of Graduation Materials)

Pick-up on the following days:

Tuesday, March 24

3-7 p.m. (Master's program students only)

Wednesday, March 25

10 a.m.-12 p.m. or 1-3 p.m. or 5-7 p.m.
(All degree candidates)

Thursday, March 26

10 a.m.-12 p.m. (All degree candidates)

Grace Hall Atrium and Board Room

COMMENCEMENT MASS

Saturday, May 16, 4 p.m.

Cavalier (Upper) Athletic Field

COMMENCEMENT CEREMONY: MASTER'S CANDIDATES

Sunday, May 17, 3 p.m.

Cavalier (Upper) Athletic Field

Cabrini College 55th Commencement Exercises

WHAT COLOR DO I WEAR?

**MASTER OF SCIENCE IN EDUCATION—
LIGHT BLUE HOOD**

**MASTER OF SCIENCE IN LEADERSHIP—
GOLD HOOD**

**MASTER OF ACCOUNTING—
LIGHT BROWN/TAUPE**

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TO OBTAIN:

- ✓ Printed Graduation Announcements
- ✓ Parking Passes
- ✓ Caps & Gowns
- ✓ Photo Information

Additional announcements may be requested at Commencement Kick-Off. Admission tickets are not required for the graduation ceremony. Announcements are notifications of Graduation to be mailed to family and friends.

Commencement Parking Passes:

Parking will be limited the day of Commencement. Parking passes will be distributed on a first-come, first served basis during Commencement Kick-Off. Prospective graduates will receive a maximum of two parking passes. Requests for handicapped passes should be directed to the Public Safety staff members at Commencement Kick-Off. Students requiring a handicapped pass will be issued one in lieu of one traditional guest pass.

Videotaping: Commencement will be professionally videotaped. Sit back and relax while *Short Productions* records, edits, and distributes your entire Commencement on DVD - from Bagpipe Procession (close-up shot of each student entering), to Student Speakers, to the Address, to each student receiving their degree on stage. Graduates will receive pre-order forms in the mail prior to graduation. A table also will be available outside the tent on Commencement Day for placing orders in person. For more information, call 215-699-2328 or e-mail shortpro@hotmail.com.

Photography: Every participant in the commencement ceremony will be professionally photographed by GradImages®. Picture proofs will be e-mailed and mailed to each graduate after the ceremony. Prior to Commencement, please visit www.gradimages.com, and click on the "Pre-Event Registration" tab at the top to enter in your valid e-mail address. By completing the pre-event registration, you will receive a code for \$5 off orders of \$25 or more! The photos will feature an image of the graduate being congratulated by President Donald B. Taylor at the ceremony, a ceremony portrait and close-up photograph.

Diploma Frames: The Cabrini College Bookstore has a variety of special frames, in a range of prices that graduates can purchase, for displaying their diplomas.

Frames that are in stock will be available for purchase at Commencement Kick-Off on a first-come, first-served basis. Orders for frames also can be placed at that time. Those wishing to see the frames prior to the kick-off event can do so by visiting the Bookstore on the lower level of the Widener Center. You also can order frames on the bookstore website: cabrinishop.com

ACADEMIC ATTIRE: DEGREES, HOODS AND TASSELS

Academic attire for graduation will be distributed at Commencement Kick-Off, after staff at the Registrar's Office, Financial Aid and Business Office tables have certified that students have no outstanding obligations. NOTE: the Bookstore cannot distribute attire prior to receiving those clearances. Graduates will receive a cap and gown, a black cap tassel and a hood in the appropriate color for their degree (see right). Blue and white Cabrini cap tassels can be purchased at the Bookstore. Attire can be kept by the graduates after the ceremony. Graduates of Cabrini's off-campus Master's programs who cannot attend Commencement Kick-Off, may contact the Student Life Office at 610-902-8416 or e-mail carmel-jo.madonna@cabrini.edu, to make other arrangements for obtaining their attire and graduation materials.

COMMENCEMENT MASS

Saturday, May 16, 2015

4 p.m., Cavalier (Upper) Athletic Field
Adjacent to the Widener Parking Area

Length of Mass: Approximately 1.5 hours

Celebrant: Reverend Carl F. Janicki,
Director of Campus Ministry

Altar Servers, Eucharistic Ministers

and Lectors: Students interested in participating in the Mass in one of these roles are invited to contact Rev. Carl Janicki at fr.carl.j@cabrini.edu or 610-902-8438.

Guest Clergy: Graduates are welcome to invite family and/or friends who are clergy to attend and/or participate in the Commencement Mass. Please have those clergy members contact Father Carl Janicki directly at fr.carl.j@cabrini.edu or 610-902-8438.

Attire and Procession: Graduates should report to the Nerney Field House in the Dixon Center *no later than* 3:30 p.m. that day to line up for the procession. The procession will begin promptly at 4 p.m. Attire for the Mass consists of the graduation gown only; do not wear the cap, hood, honors medals, cords or sashes. As the procession will involve walking over lawn areas, women are advised to wear low-heeled shoes. Please plan to leave nothing of value in the Field House when the procession starts.

Seating for Graduates: When lining up for the procession, the person you would like to sit next to should line up immediately in front of or behind you, as the double procession line will divide right and left upon reaching the seating area.

COMMENCEMENT INFORMATION FOR GRADUATES

Graduate Reporting Instructions:

Master's degree candidates should report to the Nerney Field House in the Dixon Center *no later than* 2:15 p.m. for the afternoon ceremony. Please note that traffic on and around the campus that afternoon will be heavy and that graduates should allow sufficient travel time in order to arrive by the designated reporting time. Upon arrival, students should locate the area for their major inside the Nerney Field House which will be marked with an appropriate sign.

Attire: Graduates should report wearing their academic attire. Faculty and staff will be available to assist with hooding. Cap tassels should be placed to the right, then moved to the left after the awarding of degrees.

Name Card: At the Dixon Center reporting areas for their program, graduates will receive an index card containing a label with their name on it, which they will hand to the individual reciting names as students ascend the stage to be congratulated by the College President. If a pre-labeled card is not available for you at your reporting area, it is important that you take one of the blank index cards available, clearly write your

name on it and bring it with you to the ceremony, so that you can hand it to the person reciting names when you reach the stage.

Procession Line-Up: Commencement assistants will be available to issue instructions to the graduates about lining up for the procession. Graduates will be organized by degree group, so that individuals receiving the same degree are seated together for the ceremony. If you wish to sit next to someone, he/she should line up immediately in front of or behind you because the line will divide right and left upon reaching the seating area. The procession will leave the Dixon Center promptly at 2:50 p.m.

Diplomas: Diplomas will not be distributed at Commencement, but will be available in the Registrar's Office, located in the Cavalier Express Center (Grace Hall) during the last week of June. Please call 610-902-8188 before coming to the office for your diploma. A photo ID must be presented by you or your proxy to pick up the diploma in person. Alternately, you may arrange to have your diploma mailed to you by submitting your request in writing to: Registrar's Office, Cabrini College, 610 King of Prussia Road, Radnor, PA 19087.

Commencement Decorum: While Commencement is a celebration for Cabrini graduates, it is important for students to recognize that it also is a formal academic ceremony to be conducted with dignity and decorum. Graduates are asked to celebrate their accomplishments in a way that recognizes the importance of being courteous to fellow graduates and their guests, as well as the speakers, and does not disrupt the ceremony. Courtesy also requires that graduates remain in their seats during the ceremony, until instructed to move to the stage area. Cell phones should be turned off during the ceremony.

Reserved Seating Available to Legacy Families: Reserved seating at the Commencement ceremony and a special photograph with President Donald B. Taylor are available to all legacy families.

Seating is limited to four seats per family. A Cabrini legacy is a student or alumnus, whose parent, grandparent or sibling has graduated from Cabrini College. For more details please contact the Alumni Office at 610-902-8212 or 610-902-8256.

COMMENCEMENT INFORMATION FOR FAMILIES AND GUESTS

Sunday, May 17, 2015

Master's Ceremony at 3 p.m.

Cavalier (Upper) Athletic Field

Adjacent to Widener Parking Area

Length of Ceremony: Approximately 2 hours

Commencement Ceremony Parking:

Master's degree graduates and their families may park on the Cabrini College Campus for the afternoon ceremony. If parking is full, shuttle services will be offered to and from Eastern University. Parking on the main campus will be very limited, and only cars displaying an appropriate pass (see Parking Passes under Commencement Kick-Off) will be permitted to park on the campus. Additional parking will be available on the campus of Eastern University for graduates and their guests who display the Cabrini commencement parking pass in their cars. Individuals who are unable to walk from the parking lots to the Commencement site are encouraged to use the shuttle service.

Handicapped Parking: Individuals who are ambulatory should plan to use the shuttle service (see above). Guests in wheelchairs may be dropped off adjacent to the graduation area. There will be a limited number of parking spots in the Dixon Center lot for those vehicles with appropriate handicapped parking passes or placards. Requests for handicapped passes can be directed to the public safety officer staffing the parking table at Commencement Kick-Off. Because parking passes are limited to two per graduate, students requiring a handicapped pass will be issued one in lieu of a traditional guest pass.

Disability Accommodations:

Graduates who require special disability accommodations, unrelated to parking, for themselves or for their guests, should contact the Office of Student Life at 610-902-8416 by April 4, 2015.

Advance notification is especially important if a sign language interpreter is required.

Restrooms: Restroom facilities for Commencement will be available in the Dixon Center, the Widener Center, and Grace Hall, all located adjacent to the site of the ceremony.

Guest Seating: There are no admission tickets for the graduation ceremony and each graduate may invite as many guests as they wish to attend. Seating is available on a first-come, first-served basis. As a courtesy to other guests, we request that individuals who arrive early for the ceremony refrain from “reserving” more than two or three seats for other members of their party who have yet to arrive.

Commencement Etiquette: While Commencement is a celebration of our students’ accomplishments, it also is a formal academic event to be conducted with dignity and decorum. Guests are asked to remain in their seats for the duration of the ceremony and to refrain from blocking aisles and passageways, including the area directly in front of the stage, by attempting to greet or take photos of individual graduates. Professional photos will be taken of each graduate as they ascend the stage to be congratulated by the College President, and may be purchased through the photographer after the ceremony. In support of our graduates, we also ask that you refrain from departing the ceremony early, especially after your own graduate has been recognized and there are others waiting to be recognized. Cell phones and related electronic equipment should be turned off during the ceremony.

College Bookstore: For the convenience of graduates and their families, the campus Bookstore will be open from 9 a.m. to 4:30 p.m., located on the lower level of the Widener Center.

Flower Sale: Purchase flowers for your graduate the day of Commencement! Bouquets of roses will be available for purchase for \$20 a half dozen (cash only). All proceeds benefit the Alumni Association’s Scholarship Fund and Camp Kismet. For more information, e-mail alumni@cabrini.edu.

55th Commencement Information

Graduates and Families: visit www.cabrini.edu/Commencement15 for complete details regarding Commencement 2015.

