



**Commencement 2019
Information for
Doctoral and Master's
Candidates**

Dear Graduate Student,

Congratulations upon reaching another milestone in your education as you complete the requirements for your graduate degree.

The members of the 2019 Commencement Committee would like you to have this booklet, which provides important information regarding Commencement events. Please read the booklet carefully as it contains key dates, times, locations, and instructions.

We look forward to honoring your achievements on May 16.

A handwritten signature in cursive script that reads "Nancy Schreiber". The signature is written in a dark ink on a light-colored background.

Best Wishes,
Nancy G. Schreiber, Ph.D.
Provost/VPAA

COMMENCEMENT CALENDAR 2019

February 20 – March 11

Complete Commencement RSVP Form online

March 19 - 21

Financial Aid Exit Interviews

By March 9 - deadline

Order cap, gown and hood at

http://www.jostens.com/apps/store/productBrowse/1043189/Salve-Regina-University/Student/colgregstd_1043189_2960716/CATALOG_COLLEGE/

April

Pick up cap, gown and hood at the University Bookstore

May 1

Last day to pay graduation fee and settle any outstanding financial obligations to the University

May 16 – 3 pm

Commencement Exercises

**Assemble at 2 pm in Bazarsky Hall in O’Hare.
Procession begins at 2:30 pm.**

May 16 – following ceremony – 6:00 pm

Reception honoring Ph.D. and Master’s candidates in the Great Hall of Ochre Court

If you have questions, please feel free to visit our website at <http://salve.edu/2019-commencement> or contact the Commencement Office at commencement@salve.edu.

ANNOUNCEMENTS AND TICKETS

Graduating students will be sent their Commencement packets containing announcements and pertinent information via USPS to the students' primary mailing address. Tickets are not required for admission to Commencement on Thursday, May 16.

Should you wish more than four (4) commemorative announcements, these may be purchased from Jostens. You can place orders by calling (800) 854-7464 or visiting Jostens online at www.shop.jostens.com.

GUESTS WITH SPECIAL ACCOMMODATIONS

The University would like to accommodate your guests with special accommodations. If you have a family member or guest with special accommodations who will be attending the Commencement event, please complete the request

form accessed at <http://salve.edu/2019-commencement>. This will ensure that all necessary arrangements are made prior to the Commencement events. The drop-off area for guests with special accommodations and their escorts is located in the parking area at the corner of Shepard Avenue and Ochre Point Avenue. In an effort to provide easier and safer access, a section in the tent will be designated to accommodate wheelchair guests and their escorts. *Please ask guests to arrive by 2 pm so that they are seated before the Academic Procession begins at 2:30 pm.*

ACCOMMODATIONS

Accommodations in the Newport area during Commencement Weekend are always in high demand; therefore, **DELAY MAY RESULT IN DISAPPOINTMENT**. Salve Regina University recommends working with the Newport County Convention and Visitor's Bureau for your accommodation needs. They may be reached at (800) 326-6030. A full listing of accommodations in the area is available at www.discovernewport.org. Please also see the University website at <http://salve.edu/2019-commencement> for more information regarding accommodations, as some hotels may be offering special discounts for this weekend.

GRADUATION FEE/FINANCIAL OBLIGATIONS

A graduation fee of \$225.00 is charged. You will be charged this fee through the Business Office. Even if you choose not to participate in Commencement activities, this fee must be paid to defray the cost of announcements, diplomas, diploma cases, mailings and activities. This fee is automatically billed to your account and must be paid to the Business Office before May 1, 2019. In addition, all financial obligations to the University, including outstanding tuition, library fees, parking violations, etc., must be satisfied or the University will not allow you to participate in the graduation ceremony. The University will not issue your diploma or final transcripts until your account is settled.

Please contact the Business Office at (401) 341-2900 to ensure your account is in good standing or to make payment arrangements.

FINANCIAL AID LOAN EXIT INTERVIEWS

Financial aid recipients may attend a Financial Aid Loan Exit Interview scheduled in March 2019 if during their time at Salve Regina they received one or more of the following loans:

- Federal Perkins Loan
- Nursing Student Loan
- Federal Subsidized Direct Student Loan
- Federal Unsubsidized Direct Student Loan

Be sure to complete the online exit interview prior to attending one of these sessions.

For Federal Direct Loans, the link is:

<https://www.studentloans.gov>.

If a Federal Perkins or a Nursing Loan was secured, the link is: <https://www.uasexit.com/>.

<i>Tuesday, March 19</i>	<i>4:00 pm, O'Hare 160</i>
<i>Wednesday, March 20</i>	<i>4:00 pm, O'Hare 160</i>
<i>Thursday, March 21</i>	<i>3:00 pm, O'Hare 160</i>

Graduate students and distance learners are welcome, **but not required**, to attend one of the sessions, but **MUST** complete the online exit interview to receive a diploma at Commencement.

GRADUATE RECEPTION

The faculty and staff of Salve Regina look forward to welcoming you and your guests to a reception honoring you on Thursday, May 16 after the Commencement ceremony. Please verify your attendance on the RSVP form as indicated should you plan to attend.

BACCALAUREATE MASS

Should you wish to attend, the Baccalaureate Mass will be held on Saturday, May 18 at 3:30 pm. Graduates participating in the Baccalaureate Mass must be seated in Rodgers Recreation Center by 2:30 pm, so we ask you arrange your plans for lunch or other activities accordingly.

COMMENCEMENT EXERCISES

All graduates intending to participate in the Commencement Exercises must be in their assigned seats in Bazarsky Hall in O'Hare Academic Building, by 2 pm. If you are not in your seat by that time, your name will not be called during the ceremony. There will be no exceptions.

Please allow yourself and your family plenty of time for traveling to the University, finding a parking place, preparing your attire for the procession, and locating your seat in Bazarsky. Directions for the academic procession will be given at this time. Before leaving home, be certain that you have with you your cap, gown, hood, and tassel.

The academic procession into the tent will begin at 2:30 pm. Guests should be seated by that time. The ceremony will end at about 4:30 pm.

ACADEMIC ATTIRE

Full academic regalia is required for Commencement. Candidates must order a cap (with tassel), a gown, and hood at http://www.jostens.com/apps/store/productBrowse/1043189/Salve-Regina-University/Student/colgregstd_1043189_2960716/CATALOG_COLLEGE/ by March 9. Once students have ordered their cap and gown online, they can pay for and pick up the items at the University Bookstore in April. Any questions regarding ordering and purchasing regalia can be directed to the University Bookstore at (401) 847-9086 or 0537mgr@follett.com.

At the Commencement ceremony, only University-recognized cords, stoles or pins may be worn on the outside of the gown.

DIPLOMAS

During the Commencement ceremony, all graduates receive a diploma cover. All graduates will automatically receive their diplomas via USPS mail to the address listed by the graduate on the Application to Graduate form.

FOOD SERVICES AND FACILITIES

Sodexo, the University's Food Service, will be selling beverages and snacks at Jazzman's Café located in O'Hare Academic Building from 1:00-3:30 pm.

Restrooms will be available: non-handicapped restrooms will be located behind Angelus Hall, and a handicapped restroom will be located on the South Lawn near Shepard Avenue.

PHOTOGRAPHY

Arrangements have been made with Commencement Photos, Inc. to take close-up pictures of each graduate as degrees are being conferred. Information on how to purchase pictures will be sent directly to your home by Commencement Photos, Inc. They may be contacted at (978) 851-5924 or <http://www.commencementphotos.com/>.

The Office of Digital Communications will video record the Honors and Awards, Baccalaureate Mass, and Commencement ceremonies. Details on how to access this content will be made available on the Salve Regina University website shortly after the weekend.

