



**Commencement 2019
Information for
Bachelor's Degree Candidates**

Dear Graduating Senior,

Congratulations to each of you from the members of the 2019 Commencement Committee!

Commencement time offers many activities and celebrations. For your convenience, we have published this booklet with key information so that you can make the appropriate plans to participate in these events. Please read the booklet carefully, as it contains key dates, times, locations, and instructions.

It is our wish that you and your family enjoy the various Commencement activities.

Best Wishes,

A handwritten signature in cursive script that reads "Nancy Schreiber".

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

COMMENCEMENT CALENDAR 2019

February 20 - March 11

Complete the Commencement Activities 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/C
ATALOG COLLEGE/](http://www.jostens.com/apps/store/productBrowse/1043189/Salve-Regina-University/Student/colgregstd_1043189_2960716/CATALOG_COLLEGE/)

April

Pick up and pay for cap, gown and hood at the
University Bookstore

April 1 - 5

Commencement Packet Pickup

8:30 am – 4:30 pm

Commencement Office, McAuley Room 101

May 1

Last day to pay Graduation Fee and settle any
outstanding financial obligations to the University

May

Commencement Ball

***For more information on ticket sales, contact the
Office of Student Activities at (401) 341-2915.***

May 18 – 8:30 am

***Annual Nursing Ceremony and Pinning
Assemble at 8:15 am under the tent on the
McAuley lawn.***

May 18 – 11:00 am

***Honors and Awards Ceremony
Assemble at 10:30 am under the tent on the
McAuley lawn***

May 18 – 3:30 pm

***Hooping Ceremony and Baccalaureate Mass
Assemble at 2:30 pm in Rodgers Recreation
Center***

May 19 – 10 am

***Commencement Exercises
Assemble at 8:15 am in Rodgers Recreation
Center
Procession begins at 9:15 am***

Should you have questions about Commencement,
please feel free to contact the Commencement
Office at commencement@salve.edu.

All questions concerning social activities during
Commencement Week should be directed to the
Office of Student Activities at (401) 341-2915.

ANNOUNCEMENTS AND TICKETS

All graduating students must pick up their Commencement packets containing announcements and tickets at the Commencement Office, McAuley Hall, Room 101, between April 1 and April 5 from **8:30 am to 4:30 pm**. Packets not picked up between these dates will be sent via USPS to the students' preferred mailing address.

Tickets are not needed for the Nursing Pinning or Honors and Awards ceremony on Saturday morning or for the Hooding Ceremony / Baccalaureate Mass on Saturday afternoon.

Tickets are required for admission to Commencement on Sunday, May 19. Each graduate will be given six (6) tickets and four (4) announcements. The announcement cannot be used to gain admission to the Commencement ceremony. ***No additional tickets will be available.***

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.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 any of the Commencement events, please complete the Commencement Activities RSVP form online 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 will be located in the parking area at the corner of Shepard Avenue and Ochre Point Avenue. Safety and Security officers will direct you once you arrive to campus. 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 9 am so that they are seated before the Academic Procession begins at 9:15 am.*

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 \$350.00 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 also includes the cost of your cap and gown which can be picked up in the bookstore. 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 are required to 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>

Student recipients may choose any session, but **MUST** attend.

COMMENCEMENT BALL

Commencement Week and Commencement Ball materials are distributed by the Office of Student Activities. For more information, please contact that office, located in Wakehurst Student Center, at (401) 341-2915.

HONORS AND AWARDS

The Honors and Awards Ceremony recognizing the achievements of the Class of 2019 will be held on Saturday, May 18 at 11:00 am in the Commencement tent. ***Graduates, parents and guests are asked to be seated in the tent by 10:30 am;*** there will be no formal procession of graduates.

Honor cords will be presented at the ceremony; honor cords are worn at Baccalaureate Mass and at Commencement. Students with a cumulative GPA of 3.60 or higher will receive honor cords.

All announcements concerning Honors and Awards will be handled by the Office of Academic Affairs. Please do not contact the office to determine your eligibility for honors. Just before Commencement weekend, on late Friday afternoon, a list of the Latin honors recipients will be posted on the Salve Regina website. All baccalaureate degree candidates will be notified by email with a link to the honors webpage.

HOODING CEREMONY AND BACCALAUREATE MASS

Graduating seniors intending to participate in the Baccalaureate Mass on Saturday, May 18 at 3:30 pm *must be in Rodgers Recreation Center by 2:30 pm.*

The Hooding Ceremony, a Salve Regina University tradition, is a notable part of this liturgy. All baccalaureate candidates will receive hoods with their regalia, and should bring them to the hooding ceremony. The hoods are a sign of academic achievement and the trim of the hood signifies the degree earned. White trimmed hoods designate the Bachelor of Arts degrees. Yellow trimmed hoods designate the Bachelor of Sciences and the Bachelor of Arts and Sciences degrees. The hoods are lined in blue and white to represent the school colors.

Candidates will be given further instructions the day of the event. The Baccalaureate Mass will begin once all graduates have received their hoods.

Graduates participating in the Baccalaureate Mass must be seated in Rodgers Recreation Center by 2:30 pm, so we ask that you arrange your plans for lunch or other activities accordingly.

CLERGY REQUEST FORM

Any student with a relative who is a Roman Catholic priest or deacon may request that he be invited to concelebrate/assist at the Baccalaureate Mass. A clergy request form must be completed in order for this request to be considered. The form may be accessed by visiting the Commencement site at <http://salve.edu/2019-commencement> and should be forwarded electronically to andosc@salve.edu by May 1.

Each priest is requested to bring his own alb and a white stole. **Each priest or deacon will need a letter of good standing from his superior/Bishop.**

COMMENCEMENT EXERCISES

Every graduate intending to participate in the Commencement Exercises must be in an assigned seat in Rodgers Recreation Center by 8:15 am. If you are not in your seat by 8:15 am, 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 Rodgers. Directions for the academic procession will be

given at this time. Before leaving home, be certain that you have with you your cap, gown, tassel, academic hood and, if applicable, your honor cord.

The academic procession into the tent will begin at 9:15 am. Guests should be seated by that time. The ceremony will end at about noon.

ACADEMIC ATTIRE

Full academic regalia (including a cap) is required for all ceremonies: Honors and Awards, Baccalaureate Mass, and Commencement. Bachelor's degree 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. The cost of the regalia is included in the graduation fee payable to the Business Office by May 1. Pick up of the items will be 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 SERVICE AND FACILITIES

Sodexo, the University's Food Service, will be selling refreshments both Saturday and Sunday. On Saturday, Jazzman Café, located in O'Hare Academic Building, will be open from 9:00 am to 4:00 pm offering an option of soup, salad, sandwiches, beverages and snacks. On Sunday, Jazzman Café will open from 7:00 am to 12:30 pm offering beverages and snacks. Flowers will also be on sale at a table near the Commencement Tent on Sunday.

Restrooms will be available both Saturday and Sunday. Non-handicapped restrooms will be available behind Angelus Hall, and a handicapped restroom will be available 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.