GENEVA COLLEGE

March 1, 2013

Dear Friends:

Commencement is rapidly approaching!! I want to take this opportunity to share some important information that will help to make your graduation more enjoyable for you and your family.

The information contained in this letter is available at www.geneva.edu (follow the Commencement link on the front page).

Baccalaureate
Baccalaureate will be held on Friday, May 10 at 7:00 pm in Metheny Fieldhouse. The program is a worship service and it is an appropriate way to thank God for His provisions to our students and to commit them to His care for all their future endeavors. We encourage you to come for this special worship celebration. Please note that graduates will process in cap and gown.

Commencement
Graduate and Adult Education Commencement will be held on Saturday, May 11 at 4:00 pm in Metheny Fieldhouse.

- Graduates must be in **Old Main – John H. White Chapel** -- by 3:00 pm to receive instructions. You will be seated by program. Please note that this room will not be locked during the ceremony, so we encourage you to leave all personal items with a family member.

- Caps and gowns for **Adult Degree Completion Program grads** will be distributed from the office of Adult and Continuing Education. Please call them directly with question (724-847-6756).

- Caps, gowns and hoods for **Masters grads** are for purchase from the Campus Bookstore beginning April 1st. The cost is $72 (shipping is an additional cost of $7.95). Checks should be made payable to Geneva Bookstore. [HED grads should check with Jerryn Carson before ordering.] The Campus Bookstore is open Monday through Friday 9:00 am-4:30 pm. Please feel free to call them at 724-847-6595 if you have any questions.

- If you have not ordered academic attire by April 19th you will not be permitted to participate.

- If your name is pronounced differently than it looks to the usual reader, please call the registrar's office at 724-847-6576 to give us the correct pronunciation.

- The graduates will be seated on chairs with backs. There will be a limited number of these chairs for general seating. Most of the audience will be seated in bleachers that are hard and do not have seat backs. Guests are welcome to bring a stadium cushion or stadium seat with a back.

- Everyone is invited to a light refreshment **reception** held immediately following the ceremony at tents on Old Main Lawn.

- The Campus Store will be open until 7pm on the evening of Commencement.

Parking and traffic flow are always a special challenge at Commencement. If your family is able to walk, please park on the street or in one of the peripheral campus parking lots. Please be courteous to our neighbors and do not block private driveways or park in the lots of the local business establishments. Traffic is always heavy for Commencement and it is advisable to give yourself an extra 20-30 minutes so that you and your family arrive on time and have adequate time to walk to Metheny Fieldhouse.

- Information for persons with **disabilities or limited mobility**
    - Parking: There are limited spaces available for individuals with physical disabilities and special needs. If you require special parking accommodations, even if you have a license plate or placard, please complete the request for parking accommodations on the "Special request" section of the Commencement webpage. Those with a Geneva Commencement parking pass displayed on their dashboard will be directed to the drop off location where staff will be present to assist you in parking and unloading.
    - Seating: Special seating is available for those unable to climb bleachers. Limited space for wheelchairs is also available. Since space is limited, we ask that **only one** family member sit with this person during the ceremony. Please arrive early to secure seating accessibility. A special seating pass does not guarantee a seat for those arriving late. Remember, bleacher seating is without a backrest, so some sort of stadium seat with a back may be helpful.
    - Hearing Impaired: If you would benefit from the service of an interpreter for Baccalaureate or Commencement, please make this request as soon as possible and no later than April 15, so that we can make proper arrangements.
    - Overall, it is very helpful if you can inform us in advance (no later than April 29) if you have special needs so that we can provide the proper support. All special requests listed above, may be requested on the Special Request section of the Commencement webpage**.** **www.geneva.edu/object/commence_special_request**

- If you are unable to attend Commencement, please notify the Registrar's Office at 724-847-6576 as soon as possible. This information is critical for accurate planning.

- A **professional photographer** will take a picture of each graduate. The proofs are sent to the graduate a short time after graduation; however, you are under no obligation to make a purchase. Use of a photographer has worked well as it reduces congestion around the podium and makes a better experience for all concerned. In order to be respectful to all graduates and their family and friends, no one is permitted to approach the podium to take pictures. You are welcome to take photographs from your seat.

- There are two chain motels located approximately 3.5 miles north of campus on Rt. 18, just off the PA Turnpike exit 13 -- Holiday Inn (724-846-3700) and Super 8 (724-843-9300). There are several other local motels in that area. In addition, there are many chain hotels and motels located in Cranberry, PA just off exit 28 on I-76. This area is approximately 20 miles from campus.

We look forward to seeing you on Commencement weekend. If you have special needs which are not addressed in this communication, please contact Judy Boggs (events@geneva.edu or 724-847-6520) as soon as possible so that we can be of service to you.

Sincerely,

Dr. Kenneth P. Carson
Provost

P.S. Please save this letter for reference when May 10 & 11 arrive!