



February 18 2009

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). We will be posting late breaking information at this website. Please check it periodically and certainly before you come to campus in May. This is particularly important this year because of the uncertainty of construction schedules.

Baccalaureate

Baccalaureate will be held on Friday, May 15 at 7:30 pm in Metheny Fieldhouse (the night following the commencement ceremony). 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 Thursday, May 14 at 7:30 pm in Metheny Fieldhouse.

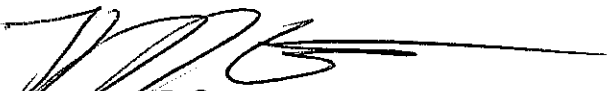
- Graduates must be in Old Main – John H. White Chapel – by 6:30 pm to receive instructions. You will be seated by program. Please note that this room will not be locked during the ceremony, so we encourage you to leave all personal items with a family member.
- Caps and gowns for **Adult Education grads** will be distributed from the office of Adult and Continuing Education. Please call them directly with question (724-847-6756). The cost is \$29. Checks should be made payable to Geneva Bookstore.
- Caps, gowns and hoods for **Masters grads** are to be ordered from the Campus Bookstore beginning March 30. The cost is \$64 (shipping is an additional cost of \$7.50). An order form is attached. 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 May 8th you will not be permitted to participate.
- If your name is pronounced differently than it looks to the usual reader, please call my office at 724-847-6605 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 in Merriman Gym in the Fieldhouse.
- The Campus Store will be open until 7:30 pm on the evening of Commencement.

Parking and traffic flow are always a special challenge at Commencement even in the best of circumstances. However, this year will be especially challenging due to construction on campus. Please check the website for traffic flow and parking updates closer to that weekend. 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.

- 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 contact Cathy Jackson at either cjackson@geneva.edu or 724-847-6605 before May 6 to request a parking pass. Passes will be mailed on May 8. Those with the pass displayed on their dashboard will be directed to the drop off location where staff will be present to assist in parking and unloading, and will direct you to your seats.
 - Seating: Special seating is available for those unable to climb bleachers. Also available is limited space for wheelchairs. Since space is limited, we ask that only one family member sit with this person during the ceremony. Those requiring this special seating must contact Cathy Jackson at cjackson@geneva.edu or 724-847-6605 before May 6 to make arrangements. Passes will be mailed on May 8. Remember, bleacher seating is without a backrest, so some sort of stadium seat with a back may be helpful.
 - Overall, it is very helpful if you can inform us in advance if you have special needs so that we can provide the proper support.
- 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.
- Both commencement and baccalaureate will be interpreted for the hearing impaired. If you can benefit from this service, please call or email Cathy Jackson so that we can provide you reserved seating in an area of good visibility.
- 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 and 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 call my office as soon as possible so that we can be of service to you.

Sincerely,



Dr. Kenneth P. Carson
Vice President for Academic Affairs

P.S. Please save this letter for reference when May 14 and 15 arrive!