



**GENEVA**  
COLLEGE

PROVOST

February 1, 2024

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 <https://www.geneva.edu/commencement>.

### **Baccalaureate**

Baccalaureate will be held on Friday, May 3<sup>rd</sup> at 7:00 p.m. in Metheny Fieldhouse. Graduates should assemble for the procession in Merriman Gym by 6:30 p.m. dressed in their cap and gown. The program is a worship service and 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.

### **Commencement**

Graduate and Adult Education Commencement will be held on Saturday, May 4<sup>th</sup> at 3:00 p.m. in Metheny Fieldhouse.

- Graduates only must be in **Old Main – John H. White Chapel** -- by 2:00 p.m. 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.
- Regalia for **Adult Degree Program grads** should be ordered online (see link on <https://www.geneva.edu/commencement>) **by April 11, 2024**. The regalia package includes a gown, cap and tassel for \$44 and will be shipped directly to you. Please contact Sarah Detrow with all questions at [sdetrow@slingshotedu.com](mailto:sdetrow@slingshotedu.com) or 724-847-6596. **IMPORTANT: Deadline to order regalia is April 11, 2024.**
- Regalia for **Masters grads** should be ordered online (see link on <https://www.geneva.edu/commencement>) **by March 28, 2024**. The regalia package includes a gown, cap, hood and tassel for \$87 and will be shipped directly to you. Please contact Sarah Detrow with all questions at [sdetrow@slingshotedu.com](mailto:sdetrow@slingshotedu.com) or 724-847-6596. **IMPORTANT: Deadline to order regalia is March 28, 2024.**
- Pictures of those graduating with honors will be taken at 2:00 pm in Old Main – John White Chapel.
- If your name is pronounced differently than it looks to the usual reader, please call the registrar's office at 724-847-5566 to give us the correct pronunciation.
- The ceremony will be live streamed. Family and guests not attending the ceremony may watch the ceremony live at <https://www.geneva.edu/commencement>.
- 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.

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EST 1848

*Pro Christo et Patria*

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

**Parking and traffic flow** are always a special challenge at Commencement. If your family is able to walk, please park 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 campus.

- 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 wheelchair or limited mobility accessible parking, **even if you have a license plate or placard**, please complete the enclosed ***Special Accommodations Form***. 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 (including the special seating), so some sort of stadium seat with a back may be helpful.
  - Overall, it is very helpful if you can inform us in advance (no later than April 5<sup>th</sup>) if you have special needs so that we can provide the proper support. All special requests listed above, may be requested on the ***Special Accommodations Form*** which is enclosed with this letter. If you prefer, you may go to the website and complete the ***Special Accommodations Form*** online.
- If you are unable to attend Commencement, please notify the Registrar's Office at 724-847-5566 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.

We look forward to seeing you on Commencement weekend. If you have special needs which are not addressed in this communication, please contact Cathy Schlachter ([cschlach@geneva.edu](mailto:cschlach@geneva.edu) or 724-847-6605) as soon as possible so that we can be of service to you.

Sincerely,



Dr. Melinda R. Stephens  
Provost

P.S. Please save this letter for reference when May 3 & 4 arrive!