

TO: 2019 Master Graduates

FROM: Steven Infanti, VP for Communications and Marketing and Alumni Relations / Megan Kreiser, Director of Development & Event Planning / Michelle Mafnas, Program Coordinator

DATE: February 5, 2019

SUBJECT: Instructions for Graduation, Thursday, May 9, 2019
Forum Auditorium, Harrisburg, PA

CONTACT: Commencement@HarrisburgU.edu

Congratulations on your graduation!

To help Commencement run smoothly, please read this entire document. It is highly suggested that you also print a copy of this document and bring it with you.

- ❖ **Commencement will be held on Thursday, May 9, 2019** at the Forum Auditorium located at 500 Walnut Street, Harrisburg, (approx. 1 ½ blocks from HU), **beginning at 6:30 pm.**
- ❖ **Parking:** The HU garage is not free parking for events. Normal hourly rates still apply. It is highly suggested that guests utilize the Walnut Street garage (located at 215 Walnut St.) -- the HU garage will most likely be full. Graduates and guests of graduates are responsible for all parking fees. For more information on parking, please visit: <http://parkharrisburg.com/>
- ❖ **Tickets:** Due to ample space, tickets are not necessary. Also note that family and friends will be able to view the ceremony live over the internet at <http://harrisburgu.edu/hu-live/> if they are unable to attend in-person.
- ❖ **Doors open at 5:45pm.** Guests may sit anywhere that they prefer, except where sections are blocked off.
- ❖ **Handicap Seating:** For any guests in need of handicap seating, the Forum is equipped with a handicap lift. The handicap lift section is located to the left when you enter the building. There are directional signs posted. An usher will be operating the handicap lift and will be able to direct your guests to the designated handicap seating areas. *The University does not loan or rent wheelchairs.*
- ❖ **The ceremony** will last approximately 90 minutes and include special remarks by the Commencement speaker, the conferring of degrees, and individual recognition of each graduate as he or she crosses the stage.
- ❖ **Reception:** Guests and friends are invited to the Commencement Reception on floors 1, 12, 13, and 14 of Harrisburg University located at 326 Market Street, immediately following the ceremony.

Commencement Day **Thursday, May 9, 2019**

ALL graduates must report to the backstage area of the Forum Auditorium by 5:30 p.m.

- Proceed to the graduate backstage area of the Forum.
 - Look for the directional signs posted throughout the building.
 - Your guests (including children and family members) are not permitted in the backstage area before the ceremony.
- Photography
 - Before the ceremony, we will have photographers available to take and individual photos of you, if you choose.
 - If you'd like to have your photo taken, please arrive by 4:45 p.m. to allow for sufficient time for photographs.
 - The photographers will also take pictures as you receive your diploma cover during the ceremony.
 - All photographs from the event will be uploaded and shared on the Harrisburg University Facebook page for everyone to view.
- Please dress in your regalia (cap and gown sets) -- and be ready when you arrive
 - Due to the formality of this occasion, and safety concerns when walking on the steps of the stage, please wear appropriate footwear
 - High heels, stilettos, flip flops, and any other loose-fitting shoes are not recommended
- Any personal items, such as a jacket, must be left in the backstage area. No valuables may be left in this area.
- Any graduate that shows signs of being under the influence of drugs/alcohol will not be allowed to participate in the ceremony.
- **All graduates must be dressed in regalia, ready to go and in line for the processional by 6:10 p.m.**
 - The ceremony will last approximately 90 minutes.
 - Once you are on the floor of the auditorium, you are not to leave the ceremony for any reason.

The cost of the Masters Cap and Gown set is \$65.00
****YOU MUST PLACE YOUR ORDER BY MARCH 29****

What is included in the Masters Cap and Gown set?

- (1) Black Master's gown
- (1) Green and Gold Masters hood
- (1) Black hard cap
- (1) Black 2018 Master's tassel

All pieces are yours to keep and do not need to be returned to HU after the ceremony.

Decorating of caps, gowns, hoods is strictly forbidden. The only item that should be on your cap is the official HU tassel that will be issued to you.

When will I receive my order?

You will receive an email with instructions when your order has arrived and is available for you to pick up at Harrisburg University.

-OR-

Ship to your home or work address for an additional fee of \$20.00.

U.S. addresses only*, no P.O. Boxes. Please be sure to provide a complete mailing address

**If you would like your order shipped to you, but your address is not within the U.S., please contact us at Commencement@HarrisburgU.edu for a shipping fee quote.*

-OR-

Pick up your order at "ceremony practice/rehearsal" on Wednesday, May 8

Cancellations/Refunds:

If you need to cancel your order and would like a refund, please email Commencement@HarrisburgU.edu no later than April 1.

****After April 1, NO REFUNDS will be issued****



Ceremony Practice/Rehearsal Wednesday, May 8 @ 5:30 p.m.

- Rehearsal will begin promptly at 5:30 PM.
- **Your attendance is expected.**
- During rehearsal, we will review and practice the following:
 - Your place in line for the processional.
 - How to find your assigned seat at the Forum.
 - How to leave your seat to receive your diploma on stage.
 - Where to look for the photographers when you are approaching the stage, receiving your diploma, and exiting the stage.
 - How to return to your row/seat after you have walked across the stage.
 - How to process and exit the Auditorium after the ceremony.
- Please note: **this is the only practice rehearsal we have planned.** Please do your best to be here so you know what to do on the day of commencement. If you are unable to attend rehearsal, please ask your fellow graduates for help.