

2019 COMMENCEMENT HANDBOOK



Table of Contents

OFFICE OF THE REGISTRAR	4
Criteria to Participate in the Commencement Convocation:	4
Participating in Commencement vs. Graduating.....	4
Updating Address & Mailing of Degrees	5
Honors Eligibility and Honors Cords	5
FINANCIAL AID	7
What Is Loan Exit Counseling?.....	7
When Is Loan Exit Counseling Completed?	7
Where Do I Complete Loan Exit Counseling?	7
What Happens If You Don't Complete Loan Exit Counseling?	8
Additional Information	8
OFFICE OF THE BURSAR	9
Satisfying Student Account Balances.....	9
Graduation Fees	9
PROTOCOL FOR COMMENCEMENT AND ADDITIONAL COMMENCEMENT INFORMATION (ALL GRADUATES AND PARTICIPANTS):	10
PARKING INFORMATION	11
DATES TO REMEMBER: ALL GRADUATES & PARTICIPANTS	12
APPENDIX 1: UNDERGRADUATE APPLICATION TO GRADUATE	13
APPENDIX 2: APPLICATION TO PARTICIPATE IN COMMENCEMENT	14

CONGRATULATIONS

Prospective graduates, participants, family members and guests!

The 2019 Commencement Ceremony will be held in Cope Hall at 10:00 a.m. on Saturday, May 11, 2019. The University has developed this Commencement Handbook to assist you with things that need to be done in preparation for your graduation. Please ensure that you also check the website, www.cheyney.edu for any additional information.

OFFICE OF THE REGISTRAR

Criteria to Participate in the Commencement Convocation:

1. **Students who have completed all degree requirements, and who have submitted an anticipation of graduation form.**

Students must meet with their academic advisors to review their curricular requirements. If the student has completed all required courses to complete a degree, the student must submit the anticipation of graduation form, and collect all necessary signatures. After submitting the form, the student should attend to any email communications from university officials regarding the status of the application. The form for undergraduates may be found in the Appendix section of this Handbook.

2. **Students who need to complete minimal credit hours to complete all degree requirements, and who have submitted an Application to Participate (Walk) In Commencement form:**

Students who have not completed all degree requirements, who need to only complete two 3 credit courses or 2 four credit courses, or who need less than six (6) credits to graduate may have the opportunity to participate in commencement by completing the **Application to Participate in Commencement** form.

This **Application to Participate** includes a completed **Anticipation to Graduate** with the proposed graduation date. Students who are approved to participate will have their names in the Commencement Program Book and are identified therein as a participant.

At the time of completion of all outstanding coursework participants must notify their respective department and the Office of the Registrar of their completion for degree conferral with the university.

Students who participate must not have any stops on their account nor will they be allowed to participate if there is an outstanding financial obligation to the University.

Participating in Commencement vs. Graduating

The complete graduation policy can be reviewed on page 43 of the [Academic Catalog](#).

Students who participate in commencement because they meet the above mentioned exception (they need to only complete two 3 credit courses or 2 four credit courses, or who need less than six (6) credits to graduate) have NOT graduated. Participation in the ceremony does not mean that the student has graduated.

Student who participate, but who have not graduated, must complete the required credits in order to receive the degree. Please register for the required coursework as soon as possible. The required courses can usually be completed in the upcoming summer or fall sessions. If you will need to complete additional coursework to graduate, please see the summer and fall session registration dates under important dates to remember.

After completing the required coursework, you will need to complete an **Application to Participate in Graduation** and have your academic advisor submit it to the office of the Dean for approval before it is forwarded to the Registrar's Office by the deadline.

If you have any questions please contact your academic advisor or the registrar's office at (610) 399-2225.

Updating Address & Mailing of Degrees

Earned degrees for spring 2018 will be mailed to **graduated** seniors no later than **July 19, 2019**.

The degree will be mailed to the address of record in the Office of the Registrar by certified mail. If address changes are necessary, please forward the information to registrar@cheyney.edu no later than **May 24, 2019**. If you are unable to pick up your degree as directed by the Post Office and it is returned to us, you are responsible for the additional postage charge to re-mail the degree.

Honors Eligibility and Honors Cords

Undergraduate students are recognized for their academic achievement at the Senior Brunch, held on **Thursday, May 9, 2019**. At that brunch, students will also be awarded Honors Cords for achieving a cumulative grade point average (GPA) in accordance with our Latin Honors categories. The cords are part of the student's academic regalia and should be worn at the commencement ceremony.

This achievement of Honors will be recorded on the student's transcript and listed in the commencement program as well.

To graduate with Latin Honors, a student must meet the below criteria:

- **Summa Cum Laude (with highest honor)** - Gold Honor Cord awarded for a GPA of 3.75 to 4.0, at least 75 credits earned at Cheyney and residency of 3 years or more.
- **Magna Cum Laude (with high honor)** - Blue Honor Cord awarded for a GPA of 3.50 to 3.74, at least 60 credits earned at Cheyney and residency of 2 years or more.
- **Cum Laude (with honor)** - White Honor Cord awarded for a GPA of 3.25 to 3.49, at least 60 credits earned at Cheyney and residency of 2 years or more.

Students who have completed all requirements of the Keystone Honors Academy will receive an Honors Academy sash at a separate event. Eligible students will receive an invitation to attend this event.

REGALIA (CAP & GOWNS) ORDERS

All students participating in Commencement must be dressed in proper academic attire.

Graduation attire consists of a cap, gown, hood and an official Cheyney University stole.

Students must purchase their academic regalia orders from the vendor authorized by the University. The link to purchase your regalia will be made available soon. Please note that all regalia packages will include the official academic attire listed above. Students who receive honors are to wear their honors cords and honors stoles, and students are also welcome to wear appropriate kente stoles or stoles that recognize their Greek letter organizations.

FINANCIAL AID

All graduating students must complete Exit Counseling if you received federal student loans while enrolled at Cheyney University.

What Is Loan Exit Counseling?

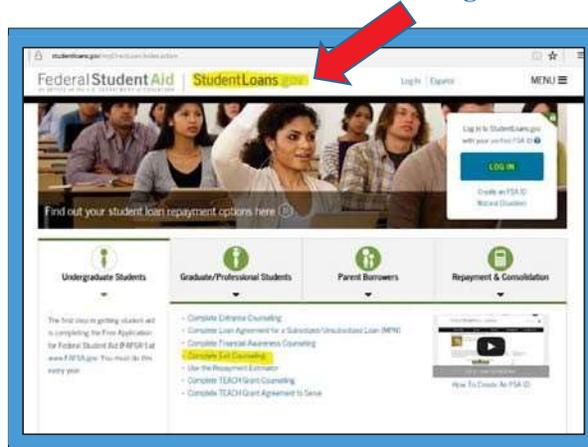
Loan exit counseling is a **federal requirement** for all students who borrowed a Direct Loan. Its purpose is to advise the student of their rights and responsibilities of borrowing educational **loans, avoiding default**, and exploring repayment options.

When Is Loan Exit Counseling Completed?

When a student gets ready to **graduate**, enrollment drops below half-time (below 6 credit hours) or withdraws from the University (officially or unofficially). It is important to make sure that your mailing address, email address, and telephone number are current, which makes it easier for financial aid and your loan servicer to contact you.

Where Do I Complete Loan Exit Counseling?

Online at www.studentloans.gov



Follow These Steps

1. •Go to www.studentloans.gov
2. •Login with your FSA ID
3. •Click on "Complete Exit Counseling"
4. •Takes 20-30 minutes
5. •Save your email confirmation

What Happens If You Don't Complete Loan Exit Counseling?

Again, loan exit counseling is a **requirement**. A **debt management stop** will be placed on your account if you don't complete it! The stop will prevent you from receiving your transcripts and degree/diploma. It will not prevent you from graduating.

The stop will be removed once you complete the loan exit counseling by Student Financial Services.

Additional Information

You will receive correspondence from Student Financial Services about completing your loan exit counseling. Once everything is completed, you will then receive a confirmation email thanking you for completing exit counseling.

Exit counseling information sessions to assist students with navigating through this process will be held before the end of the spring semester. Dates and times will be announced to students by email.

For questions regarding your financial aid, please contact Student Financial Services at financialaid@wolf.cheyney.edu or (610) 399-2302. Students may also visit the Bursar's Office, Monday – Friday from 8:30 a.m. to 5:00 p.m.

OFFICE OF THE BURSAR

Satisfying Student Account Balances

Please view your account in Student Self-Service. It is essential for you to satisfy any outstanding balances prior to participating in the Commencement Ceremony. All outstanding balances must be paid in full prior to graduation day.

Students should do the following immediately:

Check your account on Power Campus Self Service.

1. Please ensure that financial aid is properly reflected on your statement. If you have any questions about your financial aid, contact Student Financial Services immediately.
2. If all of the information is correct on your student account statement, and you have a balance owed, please remit payment to the Bursar's Office. Payment can be made in person by going to the Bursar's Office or by logging into PowerCampus Self-Service using your student identification number and password. Payment may also be made online by going to www.cheyney.edu and selecting "payment on line".

Graduation Fees

The graduation fees that have been or will be assessed to your account are:

Undergraduates Students (includes Participants):

Degree Fee	\$12
Graduation Fee	\$36
Career Service Fee	<u>\$30</u>
Total	\$78

For questions regarding your account, please contact the Bursar's Office at bursar@wolf.cheyney.edu or (610) 399-2224. Students may also visit the Bursar's Office, Monday – Friday from 8:30 a.m. to 5:00 p.m.

PROTOCOL FOR COMMENCEMENT AND ADDITIONAL COMMENCEMENT INFORMATION (ALL GRADUATES AND PARTICIPANTS):

Commencement is a distinguished ceremony, and all participants must act accordingly. It is very important for everyone to have an enjoyable, safe graduation ceremony. Please be mindful of the following:

- Please arrive on time!
- Graduates and Participants are expected in Dudley Hall no later than **8:30 a.m., Saturday, May 11, 2019**. Commencement will begin promptly at 10 a.m.
- Late arrivals will not be able to sit with their major – late arrivals will be escorted and are to fall in at the end of the line
- Faculty members are expected to arrive at Humphreys Hall by 8:30 a.m.
- All Graduates and Participants must wear full Commencement Regalia
- Sneakers will not be allowed, they are not a part of the Academic Regalia
- Please do not bring purses or cameras or other items; you are to carry only your hood to your seat
- Commencement Programs will be on your seats
- Please prepare to be seated for approximately one (1) hour for the duration of the ceremony
- The Official Line up: Faculty; Class of 1969; Undergraduates; Grand Marshal; Dais Guests; President;
- Orderly conduct is a must! Please stay in the designated areas and obey Public Safety Officers and ushers at all times
- Student and guest parking is available in the Airport Parking Lot (E) and the upper parking lots A & B (Near Wade Wilson)
- **Disability access:** There will be a shuttle van that will transport disabled guests from parking lots B and E to and from the Commencement Ceremony. Shuttle arrival and departure times will be announced closer to Commencement Day.
- The parking lot at Biddle Hall is by permit only
- No beverages or illegal substances are permitted on the campus
- Please keep all children out of the graduate line-up and off the stage
- Pictures will be taken as you receive your degree from the President

PARKING INFORMATION

Parking Lot Key:

- **Parking Lots A & B:** Wade Wilson Administration Building (Graduates and Guests). You must enter campus from Creek Road.
- **Parking Lot C:** Marcus Foster (Class of 1969)
- **Parking Lot D:** Marian Anderson (Class of 1969; Commencement Committee; Dignitaries). You must enter from Creek Road.
- **Parking Lot E:** Airport Parking Lot (Graduates and Guests). You must enter from Creek Road.
- Biddle Hall Lot - Parking by Permit Only (Council of Trustees & VIP Guests). You must enter from Creek Road.
- University Circle will be closed at Commonwealth Lane early Saturday morning May 11, 2019, until Commencement is completed.
- There will be two courtesy shuttle vans running from **Parking lots B & E** to the Commencement area. Wheelchair-bound guests can be dropped off in the Biddle Hall lot.
- Absolutely no parking on Cheyney Road, Creek Road or any grass areas!

DATES TO REMEMBER: ALL GRADUATES & PARTICIPANTS

- Thursday, May 9, 2019** – Graduation Brunch (For Master’s and Bachelor’s degree recipients), Ada Georges Ball Room, 10 am – Noon
- Thursday, May 9, 2019** – Graduation Rehearsal, Dudley Hall Auditorium, 1:00 pm
- Saturday, May 11, 2019** – Commencement Ceremony at 10:00 am.
- Monday, May 20, 2019** – Summer 11wk and Summer1 2019 sessions begin
- Tuesday, May 21, 2019** – Last Day to Add/Drop Classes for Summer1 (1st 5wk session)
- Wednesday, May 22, 2019** – Last Day to Add/Drop Classes for Summer 11wk session
- Friday, May 24, 2019** – Deadline to change your address on record for diploma mailing
- Monday, May 27, 2019** – Memorial Day – No classes
- Thursday, June 20, 2019** – Summer1 session ends
- Monday, July 1, 2019** – Summer2 session begins
- Tuesday, July 2, 2019** – Last Day to Add/Drop Classes for Summer2 (2nd 5wk session)
- Thursday, July 4, 2019** – Independence Day – No classes
- Friday, July 19, 2019** – Degrees will be mailed out to graduated students who have no outstanding obligations to the University
- Wednesday, Aug. 1, 2019** – Summer 11wk and Summer2 sessions end

APPENDIX 1: UNDERGRADUATE APPLICATION TO GRADUATE

**CHEYNEY UNIVERSITY OF PENNSYLVANIA
UNDERGRADUATE STUDENT'S NOTICE OF
ANTICIPATION OF GRADUATION**
PLEASE PRINT ***** Revised: For Implementation September 2015

_____ Fall 2015 Curriculum Worksheet *** _____ Curriculum Worksheet Prior to FALL 2015

NAME: _____
(Last) (First) (Middle)

SOCIAL SECURITY NUMBER: _____ OR STUDENT ID#: _____

TELEPHONE: _____ EMAIL ADDRESS: _____

ALL REQUIREMENTS FOR GRADUATION WILL BE MET AS OUTLINED IN THE UNIVERSITY CATALOG

BY: Spring _____ Summer _____ Fall _____ Year _____

MAJOR _____ AREA OF CONCENTRATION _____ DEGREE _____

2nd MAJOR/MINOR _____ AREA OF CONCENTRATION _____ DEGREE _____

Your name will appear on your degree as it appears in the University Computer System. Your degree will be mailed to the address shown in PowerCampus; all address changes must be made in person or via email through the Office of the Registrar. Address changes must be completed three weeks prior to Graduation.

Completion, submission and acceptance of this form does not constitute approval by the University of your graduation. Receipt of your degree is determined by completing all necessary academic requirements, payment of all outstanding University financial obligations and continuing compliance with University policies including but not limited to those contained within the student handbook. Should you have any questions regarding your graduation status, you should contact the appropriate University Office.

A. COURSE REQUIREMENTS: (Course Numbers Only)

1. ALL CORE REQUIREMENTS ARE MET EXCEPT:
2. THE FOLLOWING SUBSTITUTIONS FOR CORE REQUIREMENTS HAVE BEEN APPROVED:
3. ALL ELECTIVE REQUIREMENTS HAVE BEEN MET EXCEPT:
4. THE FOLLOWING SUBSTITUTIONS FOR ELECTIVE REQUIREMENTS HAVE BEEN APPROVED:
5. ALL MAJOR REQUIREMENTS HAVE BEEN MET EXCEPT:
6. THE FOLLOWING SUBSTITUTIONS FOR MAJOR REQUIREMENTS HAVE BEEN APPROVED:
7. W A I G DESIGNATION COURSES HAVE BEEN SATISFIED: _____ YES _____ NO
8. UPPER LEVEL CREDIT REQUIREMENT HAS BEEN MET (42) CREDITS: _____ YES _____ NO

- B. CREDITS:** 1) Total Credits Earned to Date _____ 2) Current Overall GPA _____ 3) Required GPA _____ for Graduation
- 4) # Remedial Credits _____ 5) Currently Registered for _____ Credits
- 6) Remaining Required Credits _____ 7) Total Credits Required for Graduation _____

C. SIGNATURES: Student: _____ Date: _____ Advisor: _____ Date: _____
 Department Chair: _____ Date: _____ Dean: _____ Date: _____

D. ATTACHMENTS: Curriculum Worksheet and Unofficial Transcript Required

APPENDIX 2: APPLICATION TO PARTICIPATE IN COMMENCEMENT

CHEYNEY UNIVERSITY OF PENNSYLVANIA
CHEYNEY, PA 19319

APPLICATION TO PARTICIPATE IN COMMENCEMENT EXERCISES

STUDENT MAY REGISTER FOR TWO (2) COURSES -NOT TO EXCEED EIGHT (8) CREDITS
STUDENT MAY NOT HAVE ANY OUTSTANDING FINANCIAL INDEBTEDNESS

TODAY'S DATE: _____ YEAR APPLYING FOR _____

STUDENT'S NAME: _____

STUDENT'S ADDRESS: _____

PHONE: _____

ID/SS NUMBER: _____ EMAIL: _____

CONCENTRATION: _____ MAJOR: _____ DEGREE: _____

TOTAL CREDITS EARNED TOWARD DEGREE: _____

TOTAL CREDITS REQUIRED FOR DEGREE: _____

Plan of action for completion of program: _____

Attached, please find my approved course of action for the completion of the degree program, a copy of my current transcript, my current university financial statement and my current completed Anticipation of Graduation Form. I understand that I must not have any outstanding indebtedness, including financial indebtedness, to the University. Furthermore, I understand that completion, submission and acceptance of this form does not constitute approval by the University of my graduation. The receipt on my degree is determined by the completion of all academic requirements. This form if approved allows me to participate in the commencement activities only. I will receive an email from the Office of the Registrar, indicating approval or denial to participate.

STUDENT'S SIGNATURE _____ DATE _____

SIGNATURE OF VERIFYING ADVISOR _____ DATE _____

SIGNATURE OF DEPARTMENT CHAIR _____ DATE _____

SIGNATURE OF DEAN _____ DATE _____ APPROVED _____ DISAPPROVED _____

SIGNATURE OF PROVOST _____ DATE _____ APPROVED _____ DISAPPROVED _____

REGISTRAR'S OFFICE PROCESSOR _____ DATE _____

Form revised 3/2016