

CHEYNEY UNIVERSITY OF PENNSYLVANIA

2021 COMMENCEMENT HANDBOOK



For
Graduating and Participating Students

Table of Contents

OFFICE OF THE REGISTRAR	4
Criteria to Participate in the Commencement Convocation:	4
Participating in Commencement vs. Graduating	5
Updating Name and Mailing Address	5
Mailing of Degrees	5
Honors Eligibility and Latin Honors Cords.....	6
Mandatory Academic Regalia	6
Senior Portraits (in Regalia)	8
Commencement Ceremony Photographs	8
Senior Brunch and Alumni Information.....	8
Graduation Practice	8
Senior Survey	8
FINANCIAL AID	8
What Is Loan Exit Counseling?.....	8
When Is Loan Exit Counseling Completed?	8
Where Do I Complete Loan Exit Counseling?	8
What Happens If You Don't Complete Loan Exit Counseling?	9
Additional Information	9
OFFICE OF THE BURSAR.....	9
Satisfying Student Account Balances.....	9
Graduation Fees	10
Late Academic Regalia Orders.....	6
PROTOCOL FOR COMMENCEMENT AND ADDITIONAL COMMENCEMENT INFORMATION (ALL GRADUATES AND PARTICIPANTS):	11
PARKING INFORMATION.....	12
DATES TO REMEMBER: ALL GRADUATES & PARTICIPANTS	13
APPENDIX 1: UNDERGRADUATE APPLICATION TO GRADUATE.....	14
APPENDIX 2: APPLICATION TO PARTICIPATE IN COMMENCEMENT	15
APPENDIX 3: ALMA MATER	15

CONGRATULATIONS

prospective graduates and participants!

**The 2021 Commencement Ceremony will be held
on the Historic Cheyney University Quadrangle
at 10:00 a.m. on Saturday, May 15, 2021.**

**The University has developed this
Commencement Handbook to assist you with
things that need to be done in preparation for
your graduation and immediately following.**

**Please ensure that you also check the Cheyney
hub, your emails and the website,**

<https://cheyney.edu/for-current-students/commencement/>

for any additional information.

OFFICE OF THE REGISTRAR

Criteria to Participate in the Commencement Convocation

1. Students who have completed all degree requirements and 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. An anticipation form should be submitted for each major degree and/or minor the student is completing. 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 applied to Participate (Walk) In Commencement form or responded to the Commencement RSVP link:

Students who have not completed all degree requirements, who need to only complete two 3 credit courses or two 4 credit lab courses, or who need less than six (6) credits to graduate may have the opportunity to participate in commencement by **submitting their RSVP using the link found on the commencement website page:**

<https://cheyney.edu/2021commencement> . The RSVP does not include the Anticipation to Graduate application. If the link is unavailable, the Application to Participate (Walk) In Commencement Form can be sent to the Registrar's Office to add the student to the list of participants (see Handbook Appendix).

The Anticipation to Graduate Application, must still be submitted in addition to the RSVP or Participation form, 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. This doesn't qualify them to be identified as a graduate.

At the time of completion of all outstanding, required courses students who were identified as participants only in the ceremony must then notify their respective department, and the Office of the Registrar, of their completion status. This will initiate a final audit, graduated status with degree conferral with the university. Any supporting transcripts must also be submitted to the Office of the Registrar by the student for the final audit. This is not an automatic process. Students must follow-up to initiate their final degree audit and become conferred as a graduate of the University and receive their degree. It is the participant's responsibility to do all the necessary steps after completing their last course(s) to initiate the final degree audit.

Students can participate only if they have no stops on their account nor any outstanding financial obligations to the University.

Participating in Commencement vs. Graduating

The graduation policy can be reviewed on page 39 of the 2020-2021 [Academic Catalog](#).

Students who participate in commencement because they meet the above-mentioned exception (they need to only complete two 3 credit courses or two 4 credit lab 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 but simply a graduate candidate pending meeting all the exceptions.

Student who participate, but who have not graduated, must complete the required credits to receive a final audit for the degree. Please register for the required courses, which can usually be completed in the upcoming summer or fall sessions, as soon as possible. Refer to the 2021 summer and fall session registration dates under the Important Dates to Remember section on page 13 of this handbook.

After completing the required coursework, you will need to contact the Registrar's Office and make sure any necessary transcripts have been forwarded directly to the Registrar's Office as well. It's the student's responsibility to follow up to make sure their final credits are posted, and they're conferred as graduate for the appropriate term. The degree, major and graduation conferral date are listed on the student's transcript. If you have any questions, please contact your advisor. The registrar's office can be reached at (610) 399-2225, registrar@cheyney.edu, or on the 3rd floor of Burleigh Hall, Monday – Friday from 8:30 a.m. to 5:00 p.m.

Updating Name and Mailing Address

PLEASE REVIEW YOUR NAME IN SELF-SERVICE. How it displays is **exactly** how it will be printed on your degree (spelling, special characters, full middle name verses middle initial, suffixes such as Jr., III, etc.). If you need to have it corrected, please submit a Name/Address Change form to the Office of the Registrar. Depending on the requested change, supporting documents may need to be provided to have the change processed.

The degree will be mailed to the address of record in the Office of the Registrar. Please review your mailing address for necessary changes. There will be an opportunity for you to update your address during the Senior Brunch with the alumni association. You can also forward these updates to registrar@cheyney.edu or submit a Name/Address Change form no later than June 1, 2021 to the Office of the Registrar. Any issues with the delivery of your degree will become the responsibility of the student and there may be additional charges incurred to get the degree re-mailed that the student may have to cover. To avoid this, please make sure the Office of the Registrar has your current, full mailing address including the correct spelling of any street names, any apartment numbers and zip codes.

Mailing of Degrees

Earned degrees for spring 2021 will be scheduled for ordering for **graduated** seniors by June 4, 2021, after receipt of all final grades and final degree audits. There's a processing time of about 4 weeks afterwards before the degrees are mailed so students should expect to receive their degree around **July 7, 2021**. Two official and one unofficial transcript will be mailed to students when degrees are conferred. Additional transcript copies will need to be ordered and paid for via the web from www.cheyney.edu/registrar/transcript-request/.

Honors Eligibility and Latin Honors Cords

Undergraduate students will be recognized for their academic achievement at the Senior Brunch, held on **Friday, May 14, 2021**. 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. If the student is unable to attend the lunch and will have Latin Honors, they can contact the Registrar's Office to get their cords, preferably before the commencement ceremony. This achievement of Honors will be recorded on the student's transcript and listed in the program as well. **The Latin Honors cords are part of the student's academic regalia and should be worn at commencement.**

In order to qualify for graduation with Latin Honors, (the only honors other than the acknowledgement of completing the Keystone Honors Academy program to be announced at the commencement convocation), a student must have met the Pennsylvania's State System of Higher Education Graduation Residency Requirement Procedure 2016-24. Credits earned in residency at Cheyney University can be accrued through any course, internship and/or field placement including student teaching in which a letter grade is given (A, B, C, or D) or a passing grade is ascribed. There are three scholastic honor categories.

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

- **Summa Cum Laude** (with highest honor): a **GPA of 3.75 to 4.00**
- **Magna Cum Laude** (with high honor): a **GPA of 3.50 to 3.74**
- **Cum Laude** (with honor): a **GPA of 3.25 to 3.49**

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.

STUDENT AFFAIRS

COMMENCEMENT REGALIA ORDERS (CAP & GOWNS)

All students participating in Commencement **must** be dressed in the approved graduation attire. Graduation attire, or academic regalia, consists of a: cap, gown, tassel, Cheyney University stole and key ring designating the university name and graduation year.

Students must purchase their graduation regalia orders from Oak Hall Cap and Gown, who is an authorized University vendor and offers a special packaging price. The link and deadline to order your cap and gown will be posted on the website, on the Commencement page under Regalia. The deadline for orders is Friday, April 23, 2021. The cost of the regalia package is \$41.50.

Please note that all regalia packages will include the official attire listed above.

Students are normally encouraged to have their regalia packages shipped to the University for pick-up to avoid additional shipping charges. Graduation regalia pick-up is scheduled to begin on Friday, May 7th, 2021, from the University mailroom which is in Marcus Foster

– 1st Floor. You should be notified by email when your package arrives. You must bring your id and your payment receipt when picking up your package. Student Affairs can be contacted at 610-399-2917 if special arrangements are necessary, you have ordering issues, or you have additional questions or concerns about regalia. Graduates who didn't pre-order their cap and gown using the online order link with Oak Hall on the Cheyney commencement page by the deadline, can check with student affairs to see if there is any available overstock from which to purchase regalia. The graduate would need to contact the Bursar's Office at 610.399.2224 to pay for regalia that is supplied in this last-minute manner before it can be picked up from the mailroom.

SENIOR PORTRAITS (IN ACADEMIC REGALIA)

Senior Portraits can be taken on the dates published by the office of Student Affairs. There will be cords, stoles, caps and gowns, and other props on hand for students to borrow for their session, if they are taken before their regalia is received. Students will need to reserve a spot by signing up with the office of Student Affairs. A sitting fee, \$15, which can be paid by cash app, Venmo, cash or check is due upon arrival to the session. You will be able to order your picture package that day or wait until you see your proofs.

COMMENCEMENT CEREMONY PHOTOGRAPHS

During the Commencement ceremony a photographer will be on hand to take photos of all graduates as they shake the president's hand while accepting their degree and as they exit the stage. These photographs will be available for purchase.

SENIOR BRUNCH and ALUMNI INFORMATION

A brunch for graduating seniors and participants will be held on Friday May 14th, 2021 tentatively 1pm at Carver Green, outdoors. Latin Honors cords will be awarded during the brunch. Members of the Alumni Association will be present, and students will have an opportunity to update their profile information for the university's archives. Graduates are highly encouraged to attend.

GRADUATION PRACTICE

Practice will be held for graduating seniors and participants on Friday May 14th, 2021 tentatively 3pm at Marcus Foster, following the Senior Brunch. Graduates are strongly encouraged to attend. The processional, the order of the ceremony, practicing of name pronunciations, verification of majors, etc. will be reviewed during this session.

SENIOR SURVEY

As one of your last official university requests as a senior, you will receive a Senior Survey to complete. There are no wrong answers; please take the time to complete the survey. Your input is invaluable and will help the University with planning future events.

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?

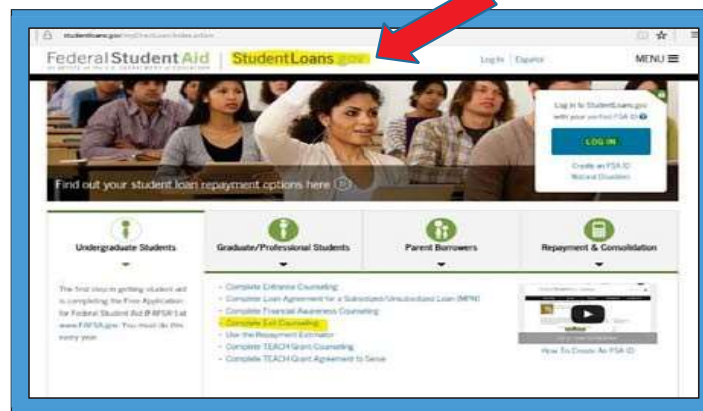
Loan exit counseling is a **federal requirement** for all students who borrowed a Direct Loan. Its purpose is to advise the student of their rights and responsibilities of borrowing educational **loans, avoiding default**, and exploring repayment options.

When Is Loan Exit Counseling Completed?

When a student gets ready to **graduate**, enrollment drops below half-time (below 6 credit hours) or the student 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.studentaid.gov



Follow These Steps

1. •Go to www.studentaid.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 Cheyney University 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** but you will not receive any of your official university documents that prove your graduation status.

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

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 the Office of Student Financial Services at financialaid@cheyney.edu or (610) 399-2302. Students may also visit the Office of Student Financial Accounts Office, located on the second floor of Burleigh Hall.

OFFICE OF THE BURSAR

Satisfying Student Account Balances

Please view your account in Student Self-Service immediately! It is essential for you to satisfy any outstanding balances, including the graduation fees, to be able to participate in the Commencement Ceremony on May 15, 2021 (as a graduate or participant). All outstanding balances must be paid in full prior to graduation day.

Students should do the following immediately:

Check your account on PowerCampus 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 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, 3rd floor of Burleigh or by logging into PowerCampus Self-Service using your student identification number and password. Payment may also be made online by going to <https://cheyney.edu/for-current-students/bursar/making-payments/> and selecting following the links for payment.

Graduation Fees

Spring Undergraduate Graduate Candidates (including Participants):

These graduation fees must be paid prior to graduation to participate in the Commencement Ceremony.

The following graduation fees will be assessed to your account:

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

Students who owe the university monies, for whatever the reason, will not have their degrees issued to them until they clear up the balance. This will also prevent official transcripts from being ordered and sent to the student, potential employers, schools or other agencies.

**The career service fee supports our Career Services Center. The purpose of the Career Services Center is to support the academic, personal, and professional development of Cheyney University's students and alumni by providing information, resources, speakers, networking opportunities and access to employers. The graduation fee and the degree fee are used to defray the cost of processing candidates for graduation, printing, and mailing diplomas, and conducting the commencement ceremonies.*

Late Regalia Orders

Graduates who didn't pre-order their cap and gown using the online order link with Oak Hall on the Cheyney commencement page by the deadline, can check with student affairs to see if there's any available overstock from which to buy regalia. The graduate would need to contact the Bursar's Office at 610.399.2224 to pay for regalia that is supplied in this last-minute manner before it can be picked up from the mailroom. Late orders will incur a small surcharge of \$2.50 above the \$41.50 package cost, for a total of \$44.

The total graduation fees and any other related expenses must be paid prior to graduation. For questions regarding your account balance and the graduation fees, please contact the Bursar's Office at (610) 399-2224 or bursar@cheyney.edu. Students may also visit the Bursar's Office, located on the 3rd floor of Burleigh Hall.

PROTOCOL FOR COMMENCEMENT AND ADDITIONAL COMMENCEMENT RELATED 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, especially during this current covid-19 pandemic. Even though this year's event will be for students only it will be virtually accessible to family and friends, via live stream on YouTube and live on the CU website, and all the necessary protocols should still be followed. Please be mindful of the following:

- **Please arrive on time!**
- Graduates and Participants are expected at Marcus Foster **no later than 9:00 a.m., Saturday, May 15, 2021.** Commencement will begin promptly at 10 a.m.
- Late arrivals, if admitted, will not be able to sit with their major colleagues – late arrivals, if admitted, will be escorted, and will be placed at the end of the line.
- Faculty members are expected to arrive at the Humphreys building by 8:30 a.m.
- **All Graduates and Participants must wear Commencement Regalia.**
- High heels are discouraged for safety purposes.(Sneakers are also usually discouraged).
- Please don't bring purses, cameras or items that need to be carried and/or watched.
- Commencement Programs will be on your seats.
- Students are encouraged to learn the CU Alma Mater and the Negro National Anthem.
- Please prepare to be seated for at least one (1) hour for the duration of the ceremony.
- The Official Line up for the Procession will be: Chairman of Trustees, the President, the Provost, Faculty, Class of 1970, Class of 1971, and Undergraduates.
- Orderly conduct is a must! Please stay in the designated areas and obey Public Safety Officers and the assigned Ushers always.
- No beverages or illegal substances are permitted on the campus.
- Your photo will be taken by a professional photographer as you receive your degree from the President and walk off the stage. Photo packages will be available for purchase.
- You will receive only the degree cover during the ceremony. Your degree is scheduled to be mailed to you by mid-July.
- Student, staff and faculty parking are available in the Marcus Foster (C) and the Marian Anderson lots.
- The parking lot at Biddle Hall is reserved for the president and platform guests only.
- If you are a participant, please remember to complete the necessary courses in the fall or summer session (see schedule on page 13) to complete all your degree requirements.
- Submission of a summer financial aid application is now required to be registered for summer classes (<https://cheyney.edu/financialaid/forms/>). The course schedules can be reviewed on self-service and Student Financial Services can be contacted for more details.

PARKING INFORMATION

Even though this is a virtual Commencement Event, participants should adhere to the following concerning parking.

Parking Lot Key:

- **Biddle Hall Lot:** President and Dignitaries
- **Parking Lot C:** Marcus Foster (Graduates)
- **Parking Lot D:** Marian Anderson (Staff and Faculty / Overflow).
- **NO GUEST PARKING** (due to the covid-19 students only ceremony)

DATES TO REMEMBER

ALL GRADUATES & PARTICIPANTS

Monday, April 12, 2021	Fall 2021 Registration Opens
Wednesday, April 28, 2021	Summer 2021 Registration Opens
Saturday, May 1, 2021	Summer 2021 Financial Aid application due to be considered for financial aid assistance with summer classes
Friday, May 14, 2021	Graduation Brunch, Carver Green (Outdoors) at 1:00pm
Friday, May 14, 2021	Graduation Rehearsal, Marcus Foster at 3:00 pm
Saturday, May 15, 2021	Commencement Ceremony at 10:00 am.
Monday, May 24, 2021	Summer 11wk and Summer-1 2021 sessions begin
Tuesday, May 25, 2021	Last Day to Add/Drop Summer-1 classes (1 st 5week session)
Wednesday, May 26, 2021	Last Day to Add/Drop Summer 11wk session classes
Monday, May 31, 2021	Memorial Day Holiday – No classes
Tuesday, June 1, 2021	Deadline to submit name and address changes for degrees
Friday, June 4, 2021	Degree conferral on transcripts for graduated students
Friday, June 4, 2021	Degrees ordered for graduated students
Friday, June 25, 2021	Summer-1 session ends
Monday, July 5, 2021	Independence Day Holiday Observed – No classes
Tuesday, July 6, 2021	Summer-2 session begins
Wednesday, July 7, 2021	Last Day to Add/Drop Summer-2 classes (2 nd 5week session)
Friday, August 6, 2021	Summer 11week and Summer-2 sessions end

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 _____

ALMA MATER

Leslie Pinckney Hill

CHEYNEY, CHEYNEY, ALMA MATER
THOU WHOSE LIGHT CAN NEVER FAIL.
WITH A DEEP AND TRUE DEVOTION
WE, THY SONS AND DAUGHTERS HAIL.

HEAR THE PLEDGE THY CHILDREN OFFER
STRONG OF HEART AND CLEAR OF BRAIN,
WHEN THOU CALLEST,
ALMA MATER, NEVER SHALT THOU CALL IN VAIN.

THOU HAS TAUGHT US NOT TO FALTER,
O BE LOYAL, BRAVE AND TRUE,
STRIVING UPWARD BY THY SPIRIT,
IN WHATEVER WE MAY DO;
AND AT LAST, WHEN WE HAVE TRIUMPHED DOWN
THE LONG-LIFE BATTLE LINE,
ALL THE HONOR AND THE GLORY, ALMA MATER,
SHALL BE THINE.