

Dear Master's Degree Candidate:

Congratulations on the completion of your graduate studies at Shippensburg University. This letter contains some important information for master's degree candidates planning to finish their degree requirements during the 2016 spring semester and for August graduates who wish to participate in the May ceremony.

This semester's Graduate Commencement Ceremony will be held on Friday, May 6th at 7:00 p.m. in the H. Ric Luhrs Performing Arts Center (LPAC), with a reception immediately following in the Multi-Purpose Room (MPR) of the Ceddia Union Building.

On the evening of the 6th, it will be important for you to plan to arrive no later than 6:30 p.m. and check-in at the Registration Table in the Ship Rec Center to pick up your processional card. Academic robes are required for everyone participating in the academic procession and program. You may purchase your graduation attire at the University Store in the Ceddia Union Building starting Monday, March 14, 2016, and continuing through the end of the semester. Please note that you must have received, via email, tentative approval for graduation before you will be eligible to purchase your cap and gown. We strongly recommend you make your cap and gown purchase well in advance, but the University Store will be open until 6:00 p.m. on the evening of the 6th for the convenience of you and your guests. Also, a store representative will be on hand at Ship Rec as graduates prepare for the procession to help with last-minute needs for caps, tassels, and hoods. Further information and details may be obtained by visiting the store's website at <http://ship.bkstr.com>.

You are invited to attend Shippensburg's Grad Finale on Tuesday, March 29, 2016, Wednesday, March 30, 2016 and Thursday, March 31, 2016, from 10 a.m. to 4 p.m. in the CUB Raider Lounge. Caps and gowns will be 10% off at the event. PSECU members may obtain a \$20.00 voucher, from the PSECU branch in the CUB, to be used toward the purchase of a cap and gown. There will be various departments on campus present for you to speak with. You will also be able to order a class ring and pick up graduation announcements.

**Please make sure all of your guests are in their seats at the LPAC by 6:45 p.m. At that time, the theater doors will be closed and the hallways will be used by faculty and graduates to prepare for the procession. Any guests not seated by 6:45 will need to wait until 7:15 to find seating.**

We encourage you to lock your personal belongings in your car before entering the building or give them to one of your guests. A limited number of small lockers will be available in Ship Rec. There is a refundable fee of twenty-five cents to use the lockers. Please note that if you do place items in a locker the doors at Ship Rec will be locked 30 minutes after the conclusion of the ceremony. A coat check room is located in the first floor lobby of the Luhrs Performing Arts Center for the convenience of your guests.

A diploma cover will be given to students at the ceremony. Diplomas and unofficial transcripts will be mailed to graduates six weeks after graduation. For those unable to attend the ceremony, diplomas, diploma covers, and unofficial transcripts will be mailed. Official transcripts may be requested from the Registrar's Office.

We hope that the Commencement Ceremony will be a time of celebration and fellowship for everyone and that you will be able to join us. Feel free to call us at 717-477-1148 if you have any questions.

Sincerely,

Tracy A. Schoolcraft, Ph.D.  
Associate Provost and Dean of Graduate Studies

