Guide to Undergraduate Commencement

Saturday, December 15, 2012
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Commencement Events
December 2012

Friday, December 14, 2012
College of Arts and Sciences, College of Education,
College of Business and Management &
College of Health Studies
Commencement Rehearsal
Koehler Fieldhouse
Smith Street, East Stroudsburg
2:30 p.m.

Saturday, December 15, 2012
College of Arts and Sciences, College of Education
College of Business and Management &
College of Health Studies
Commencement line-up
Second floor, Koehler Fieldhouse
University Commencement*
Koehler Fieldhouse
Smith Street, East Stroudsburg
10:00 a.m.

Reception for all graduates,
family, friends and faculty
Immediately following the
Keystone Room
Commencement Ceremony

*Tickets required – see page 4 of this booklet for details.

Notice of Nondiscrimination: East Stroudsburg University of Pennsylvania does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, sexual orientation, gender identity or veteran’s status in its programs and activities in accordance with applicable federal and state laws and regulations. The following person has been designated to handle inquiries regarding this policy: Director of Diversity/Ombudsperson, 200 Prospect Street, 115 Reibman Building, East Stroudsburg, PA 18301, 570-422-3656.
Dear Student,

Congratulations! In December, you will become a graduate of East Stroudsburg University of Pennsylvania.

We want your graduation day to be special. This booklet is designed to answer the most frequently asked questions that graduates and their families have about Commencement.

On behalf of the administration, faculty and staff at ESU, I wish you continued success as you begin this new chapter in your life. We hope that your experiences at ESU have been meaningful and rewarding, and that you will continue to take pride in your alma mater.

Sincerely,

Miguel Barbosa

Mr. Miguel Barbosa
Interim Chief of Staff and Chair of ESU Commencement Committee
East Stroudsburg University of Pennsylvania

Important Information

Academic Attire

Undergraduate caps and gowns will be available for purchase at the Grad Fest on October 29, 2012, 11 a.m. to 6 p.m. in the Keystone Room and prior to graduation in The University Store, located in the University Center on Normal Street. Undergraduate caps and gowns are also available on the morning of Commencement, prior to the ceremony, at The University Store, which opens at 9:00 a.m. Graduate (master’s and doctorate regalia) are customized and require special ordering at The University Store, no later than October 30, 2012. All graduates participating in ESU’s Commencement Ceremony must arrive with full academic attire – cap, tassel, gown, medallion and honor cords (if applicable). Only honor cords and academic medals that are officially issued by the university are permissible. Please do not bring any personal items with you. There is no secure area to hold belongings.

Financial Obligations

Students must have all financial obligations to ESU satisfied prior to Commencement. This includes student account balances, parking violations and library fees. If account balances are not paid in full, requests for transcripts and diplomas will not be granted.

Announcements

Graduation announcement cards and envelopes will be available at The University Store, located in the University Center on Normal Street. Announcements are available to all graduating students approximately four weeks prior to Commencement.
The University Store

The University Store at ESU will be open on Friday, December 14, from 8:00 a.m. to 7:00 p.m. and Saturday, December 15, from 9:00 a.m. to 2:00 p.m. for any last minute items that graduates and their guests may wish to purchase.

Tickets for Commencement

The University Store will host a Grad Fest on Monday, October 29, from 11:00 a.m. to 6:00 p.m. in the Keystone Room. At this event you may meet with representatives from the Student Enrollment Center to discuss any questions you may have about graduation. There will be opportunities for you to purchase caps, gowns, class rings, graduation DVDs, diploma frames, and more.

Graduation tickets will be available for pick-up on this date, with your valid student ID. If you are unable to make the Graduation Festival, tickets will be available for pick-up after October 30 in Zimbar-Liljenstein Hall, Room 153, Monday through Thursday from 8:00 a.m. to 4:30 p.m. and on Friday from 10:00 a.m. to 4:30 p.m. Each student will be given seven tickets and two name cards for the ceremony.

IT IS CRITICAL that all graduating students bring two name cards to Commencement so that they may be lined up alphabetically – by college – for the actual ceremony. One card will be given to the photographers as you move onto the stage, and the second card will be given to the reader, announcing you as you cross the stage to receive your diploma and congratulations from Dr. Welsh. Graduates will receive their diploma covers as they arrive at the stage.

Graduating students are also asked to include their email address on the name cards prior to Commencement. This information will expedite the delivery of your professional graduation photo proofs.

Diplomas

Graduates will receive a diploma cover at the Commencement exercises. Actual diplomas will be mailed to graduates after degrees are conferred, approximately six to eight weeks after grades are posted. Please note that students must have all financial obligations to ESU satisfied before their diplomas are mailed. All work must be completed by December.

Graduation Honors for Undergraduates

To qualify for graduation honors (the only honors other than the University Leadership and Service Awards to be announced at Commencement Exercises), a student must have completed a minimum of 60 credits at East Stroudsburg University in which the letter grades of A, A-, B+, B, B-, C+, C, C-, D, or E are assigned. Students who have the appropriate grade point average (QPA) at the time the honors designation is determined, and who will have met the 60-credit minimum once the final semester is completed, will be granted graduation honors as follows:

- **Summa Cum Laude** cumulative QPA of 3.800 or above
- **Magna Cum Laude** cumulative QPA of 3.600 to 3.799
- **Cum Laude** cumulative QPA of 3.400 to 3.599

Graduation honors are based on all work completed at ESU by March 15 of the academic year for December Commencement. The official university transcript will carry the appropriate honors designation based on all work completed at the university. The Student Enrollment Center will notify students if honors status has been achieved and provide detailed instructions on when and where to pick up an honors medallion to wear at Commencement.

Commencement Practice

All students expecting to graduate at December 2012 Commencement exercises should attend rehearsal on Friday, December 14, on the second floor of Koehler Fieldhouse. Time for practice is provided on page 1 of this booklet. For more information, contact the Student Enrollment Center at (570) 422-2861.
Parking, Special Assistance, and Seating

General parking will be campus-wide during the event. Campus police officers will direct vehicles to park in campus parking lots based on availability. ESU provides special accommodations for those with disabilities directly behind Koehler Fieldhouse in an area clearly marked. These accommodations include a special seating area for individuals in wheelchairs. Special seating is available only to the student’s guest and one individual who will assist/remain with them throughout the ceremony. Disability seating is on a first-come, first-served basis and seating cannot be reserved. A university representative will be in the arena to assist you. For individuals who are deaf, a signer will be present in front of the stage throughout the ceremony. To request an interpreter, visit the Diversity & Equal Opportunity website: http://www4.esu.edu/about/offices/diversity_equal_opportunity/index.cfm

Commencement at Koehler Fieldhouse

Doors will open for graduates and guests one hour before your specific Commencement Ceremony. Graduates should enter Koehler Fieldhouse using the back entrance. Guests should enter the Fieldhouse through the front entrance on Smith Street.

All graduates should wear or bring their regalia to the second floor of Koehler Fieldhouse where staff members from the Student Enrollment Center will greet you and assist you in lining up for the ceremony. Graduates must be in full academic attire to participate. Line up for the ceremony will be Saturday at 9:30 a.m.

Graduates should not bring any personal possessions (purses, cameras, etc.) to the arena. Such items should be given to your guests for safekeeping, as there is no secure area to keep your valuables. ESU is not responsible for lost, damaged, or stolen items. We also ask that you and your guests turn off all cell phones and pagers during the ceremony unless there is an emergency.

Smoking is not permitted in any of the facilities. Alcoholic beverages are prohibited on ESU’s campus. Beach balls and air horns are not permitted on the arena floor and their use is prohibited during the ceremony.

Conclusion of Commencement Exercises

At the end of the ceremony, graduates will exit the arena through the main entrance. Guests may meet their graduate in the front foyer of Koehler Fieldhouse or directly in front of the facility.

Reception

A celebration reception will be held for all graduates, their guests, and ESU faculty, staff and administrators in the Keystone Room immediately following Commencement Exercises on Saturday. Light refreshments are available.

Photographs and Videotapes

Graduates will be photographed as they receive their diplomas. Each graduate will be contacted and receive a photo proof within five days of graduation, along with the opportunity to select from a variety of photo packages, with no obligation to purchase. Orders will be fulfilled and shipped within 10 days of receipt. Satisfaction is guaranteed or money will be refunded.

Students and their guests will also have plenty of opportunities to meet their photography needs at the conclusion of the ceremony and/or during the reception immediately following Commencement Exercises.

ESU’s Department of Instructional Resources/TV Production will also produce a video of the entire Commencement Ceremony. The video will be available for purchase in DVD format. Orders must be made by using the Commencement Ceremony Video Form enclosed in the envelope with your Commencement tickets or available online at www.esu.edu/graduation or pre-order with a discount at Grad Fest on October 29, 2012, 11 a.m. - 6 p.m.
Questions
If you have any questions regarding the information in this booklet, please contact the Dean of your College.

College of Arts and Sciences
Dr. Peter J. Hawkes, Dean  (570) 422-3494

College of Health Sciences
Dr. Mark J. Kilker, Dean  (570) 422-3425

College of Education
Dr. Pamela Kramer-Ertel, Dean  (570) 422-3377

College of Business and Management
Dr. Alla Wilson, Dean  (570) 422-3589

Student Enrollment Center
Kizzy Morris, Registrar/Director  (570) 422-2861

For additional information, contact graduation@po-box.esu.edu.

Commencement Checklist
☐ Settle all accounts with ESU’s Student Enrollment Center.

☐ Pick up graduation announcements and academic attire from The University Store during scheduled hours of operation.

☐ Pick up graduation tickets, name cards and honor medallions from ESU’s Student Enrollment Center during scheduled hours of operation.

☐ Do not bring personal items to Commencement. You are not allowed to carry them in the procession, and there is no secure area to keep them in at the arena.
Directions

From New York City and points East:
Follow Interstate 80 West to the toll bridge at the Delaware River. Continue on I-80 West for three miles and take Exit 308, the East Stroudsburg exit. Make a right onto Prospect Street and continue straight through two stoplights. At the third stoplight, turn right onto Normal Street. Proceed straight on Normal Street through two stop signs. Koehler Fieldhouse is located on your right, on the corner of Normal and Smith Streets.

From Trenton and points Southeast:
From Trenton, take NJ 31 North to US 46 West to Interstate 80 West. Follow directions from New York City, above.

From Philadelphia and points South:

From Harrisburg and points Southwest:
Take I-78 East to US 22 East. Follow Philadelphia directions from US 22 East, above.

From State College and points West:
Take I-80 East to Exit 308. Continue at this point, following the New York City directions, above.

From Scranton and points Northwest:
Take Interstate 380 to I-80 East to Exit 308. Continue at this point from the New York City directions, above.

Dear Graduate,

Congratulations! Allow me to be the first to welcome you in joining the ranks of more than 41,000 alumni who proudly call East Stroudsburg University their alma mater. As a graduate, your membership in the East Stroudsburg University Alumni Association is solidified the moment you cross the platform during the commencement ceremony and receive your degree.

You are important to us as a graduate of this institution. The Office of Alumni Engagement plans many events throughout the year, including the Homecoming Alumni Tailgate and other regional events to connect and engage alumni with each other and the university. The office also produces the Alumni Herald magazine, bursting with information about classmates and alumni success stories. We also manage the online alumni community, WarriorsNation.

For more information about the office, the benefits of being an ESU alumni or the online community, visit www.esualumni.org. And don’t forget to become a friend of the official alumni Facebook page at www.facebook.com/ESUAA. Please keep in touch by emailing alumni@esufoundation.org or by calling (800) 775-8975 to let us know what’s happening in your life, both personally and professionally, so that we may share the information with your fellow alumni and the university.

As you set out to take on great challenges in this world, we will also look to you to show your support and commitment to this fine university. Your affiliation as a graduate has versed you well in the amazing things that can happen for ESU and its students when those within its own community show how much they care. In the future, please consider supporting the ESU Foundation Annual Fund. You can learn more, or make your immediate gift, at www.esufoundation.org.

Congratulations again and the best of luck in the next chapter of your life!

In Warrior Spirit,

Brooke F. Donovan
Assistant Director of Alumni Engagement
East Stroudsburg University Foundation
A Member of the Pennsylvania State System of Higher Education