



Commencement Rehearsal

May 2024



IMMACULATA
UNIVERSITY

Weekend Timeline & Graduate Check-In

Baccalaureate Mass

Saturday, May 18
4:30 PM

Villa Maria House of Studies Chapel
(across King Road from Immaculata's
campus)

Graduate Check-In Time

Sunday, May 19

8:30 AM

Check in tables will be located on back campus near Lourdes/Great Hall.

At the check in tables, graduates will be directed on where to go to prepare for ceremony line up.

Commencement Ceremony

Sunday, May 19

10 AM

ALL COLLEGES

Baccalaureate Liturgy

Saturday, May 18, 2024

4:30 PM

Villa Maria House of Studies

No tickets are required.

Graduates, please wear academic attire.

Academic Attire



Baccalaureate Mass and Commencement Ceremony

Campus Store	Good Counsel Terrace 484-323-3910
Hours	Monday - Friday: 10 AM - 4 PM
Commencement Weekend Hours	A pop-up shop will be open on back campus before and after the commencement ceremony.

Commencement Ceremony

Sunday, May 19, 2024

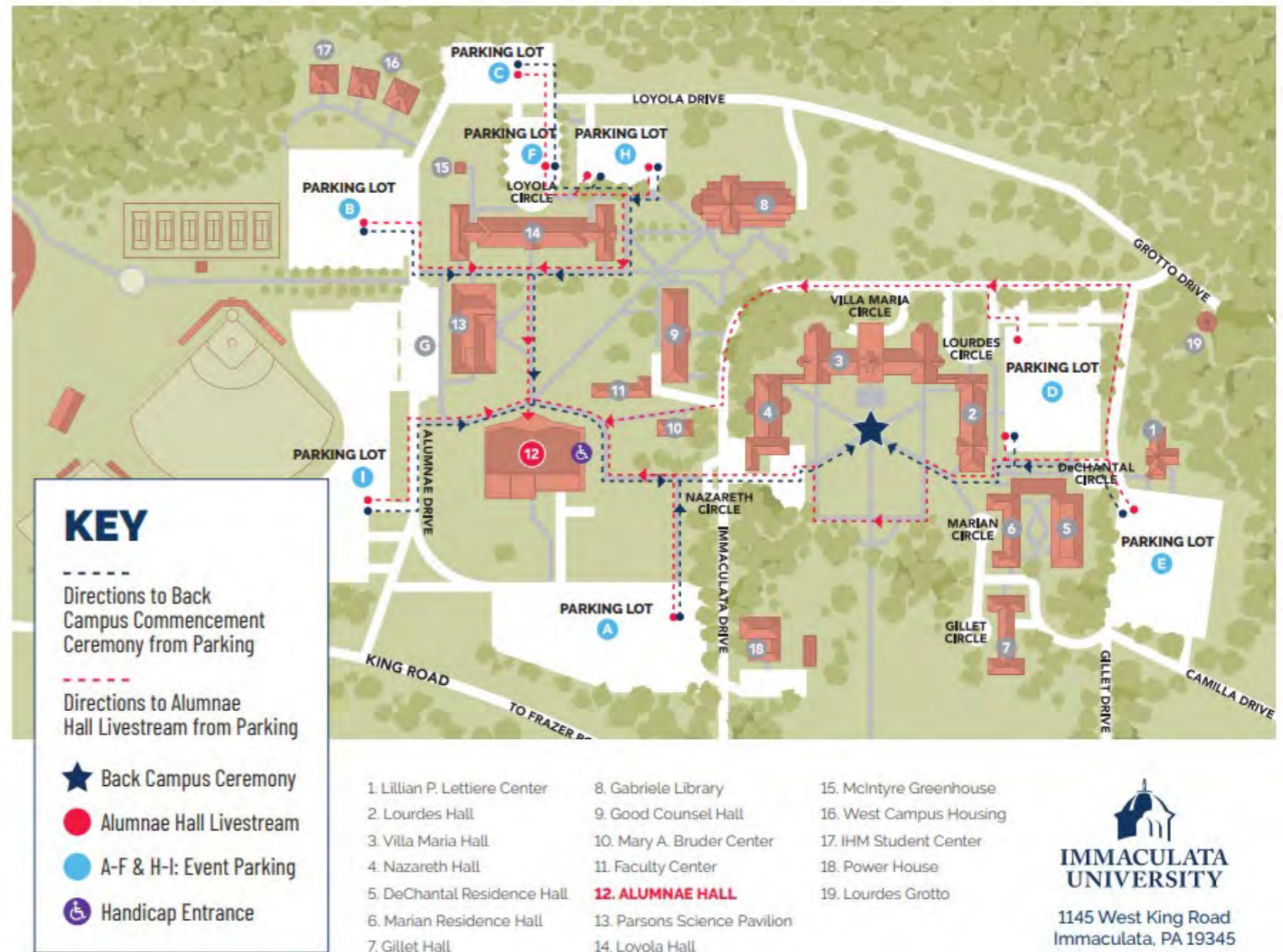
Ceremony 10 AM

Back Campus (Villa Maria)

(Graduate Check in 8:30 AM)

Parking & Arriving at Campus

- **Parking Lots:** All campus parking lots will be open for parking except for Lots D & G. Lots D & G are passenger drop-off locations.
- **Disability Parking:** Designated parking spaces will be available in Parking Lot D & G. Attendees looking to park in these spaces should arrive early. Drivers can also drop off passengers at Lots D & G, the passenger drop-off location.



- **No Parking Areas:** Parking is not permitted along campus roadways or on grassy areas. Parking on roadways will restrict the smooth flow of traffic. More importantly, parked vehicles may impede the access of emergency vehicles.

Special Assistance & Emergencies

Those students and/or guests who will need special accommodations at the commencement ceremony, please contact Robert Pursel, Campus Safety Coordinator, at OneCard@immaculata.edu

In case of a medical emergency, Student Health Services Nurses will be available in Villa Maria (on the terrace level near the registrar's office).

Campus Safety officers will be stationed in parking lots, around back campus, and at Alumnae Hall.

Graduate Check In

Graduate Check In Process

All graduates check in at the Check in tent on back campus. At check in, graduates will receive:

1. A CARD listing graduate's name and seat number. Student **MUST** bring CARD to stage during ceremony for their name to be read.
2. An envelope with guest tickets.

Graduates whose guests have accompanied them then go back to their guests, hand tickets over to them, and then go to the assigned space for your College's pre-ceremony instructions. Guests should not stand in the check-in area.

For guests arriving later, graduates drop off tickets at the Information Booth. **ONLY** Graduates may drop tickets here after they check in.

Information Booth

Graduates whose guests are arriving after their check in may leave tickets at the Information Booth table on back campus.

Guests will be able to pick up tickets by checking in at the table and asking for the tickets under the GRADUATE'S name.

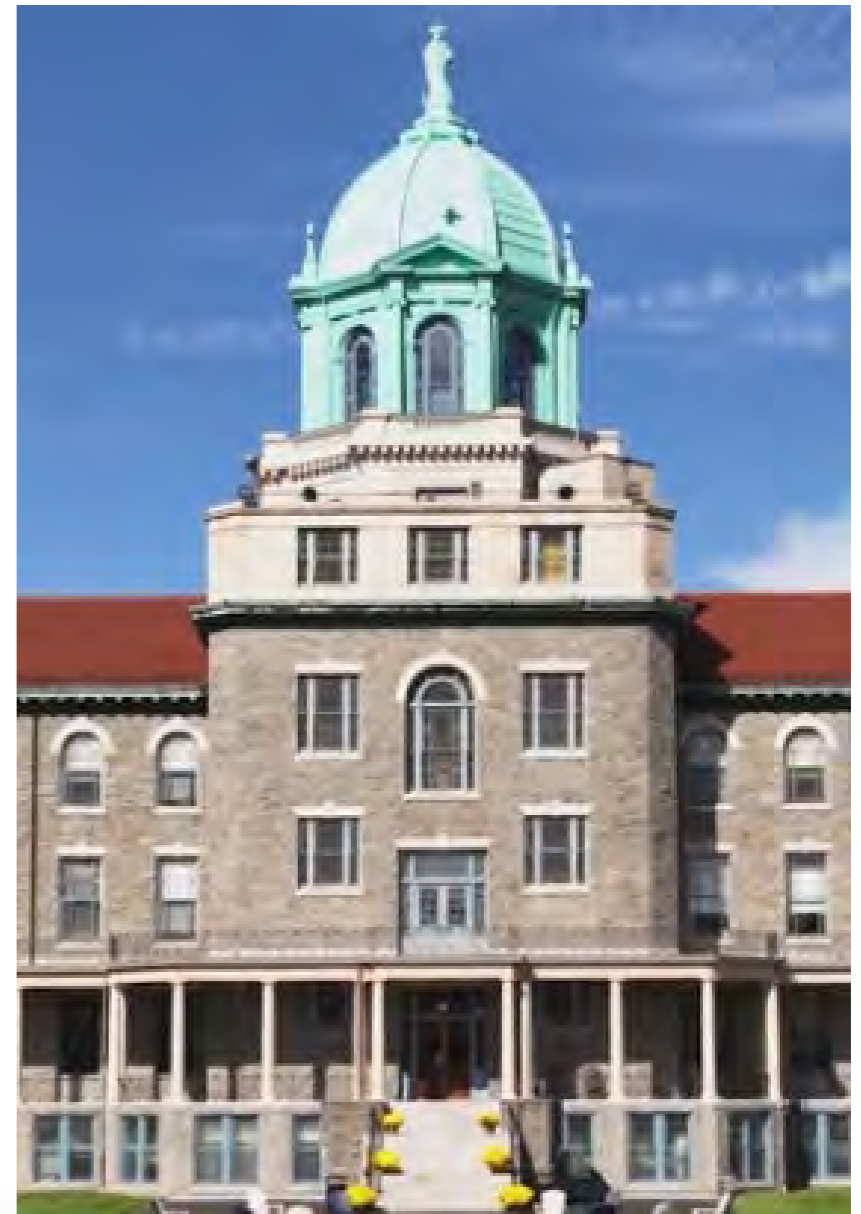
Reminder: **EVERY** guest must have a ticket to enter the reserved seating area (regardless of age).

Outdoor Reserved Seating

Tickets are required for guests who wish to be seated in the designated seating area on back campus.

Each graduate will receive 4 designated seating area tickets for guests when they check in for the commencement ceremony. **Each guest, including children/babies, must have a ticket for this area.** (Graduates do not need tickets.)

Strollers are not allowed in designated seating area; they may be left by the information booth.



Respectful Engagement

The commencement ceremony is a special event for all involved. Please show respect for everyone who has come to share in the experience.

Graduates or guests who are disruptive, behaving inappropriately, or refusing to follow directions from event staff may be asked to leave campus.

Banners and/or signs of any shape and size are not permitted on the back campus.

Live Stream: On Campus

Guests may choose to view a live stream of the ceremony from the **Alumnae Hall Theater**.

Space will be available on a first come, first serve basis.

No balloons allowed in Alumnae Hall theater.



If a fire alarm or other emergency requires evacuation:

- Exit through the nearest available door of the Theater.
- Then leave the building through the nearest safe exit.

Live Stream: Off-Campus

For those unable to attend the commencement in person, Immaculata provides live streaming of the ceremony.

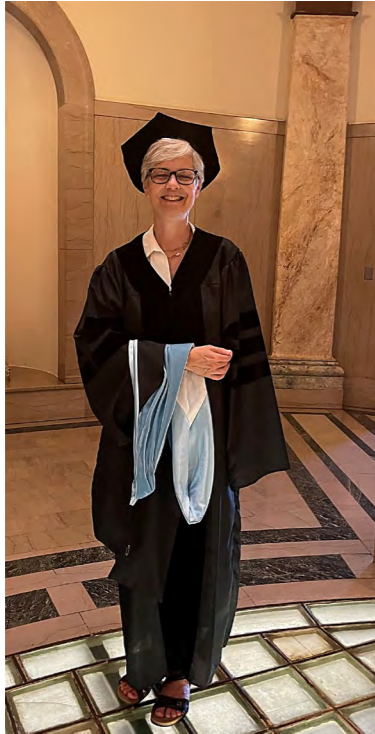
The livestream will be available on YouTube, the Immaculata.edu website, and across social media.



Hooding / Receiving Degrees

Detailed instructions are provided before your lineup on the day of the ceremony.

Doctoral Students ONLY– Hooding Ceremony



Doctoral candidate approaches stage with hood over right arm, colored velvet trim closest to wrist.



Candidate moves to center stage, hands hood to VPAA, opening hood so that velvet and tip faces graduate.



Candidate faces audience and crouches so that VPAA/Graduate Dean can place hood.

Once hooded, Doctoral Candidate continues across stage to receive diploma from President Lettiere.

Diploma Pick Up

During the commencement ceremony, graduates will receive blank diploma covers when they come up on stage for awarding of degrees.

After the ceremony, graduates process to the following areas to pick up their diploma:

- College of Graduate Studies and Research - Green Room
- College of Nursing and Health Professions - Great Hall
- College of Undergraduate Studies - Great Hall

Diplomas will be available for students who:

- A. have completed all academic and financial obligations necessary to be degree eligible, **AND**
- B. did not receive their diploma previously - (e.g., August and January graduates)

Note: Students who have **ALREADY RECEIVED** diplomas should drop off empty covers (boxes will be labelled).

Account Holds

Financial balances including payment of all tuition and fees must be received by **March 6, 2024**.

Any additional charges, including library, room damage, and parking fines are due immediately. Please see the “Commencement Obligations” section of the [IU commencement website](#) for details.

A financial hold will prevent you from receiving your diploma and transcript.

Flowers

Flowers are available by advance order and pick up at the graduation ceremony. There will be flowers available to purchase the day of graduation as well.

Using this link to purchase flowers gives a portion of the proceeds to Immaculata's Student Development & Engagement Division: www.commencementflowers.com/index.php/immaculata.

Your Opinion Matters – Graduating Student Survey

Please take a few minutes to complete the **Graduating Student Survey**.
Thank you!!

Check your Immaculata e-mail account for the survey link. If you have any questions, please contact Cecelia Oswald at coswald@immaculata.edu or 484-323-3183.

Please complete your survey by **Friday, May 31, 2024**, to be entered to win one of three Immaculata diploma frames!





Celebrate!

Congratulations and Welcome to the Immaculata Alumni Association!