

TO: Prospective May Graduates

FROM: William T. Bogart, Dean of Academic Affairs

I am pleased to learn that you are planning to receive your degree at the spring commencement ceremony on Saturday, May 15, 2010.

A variety of topics regarding graduation are addressed below. Please review this material carefully and contact the Academic Affairs Office (717) 815-1231, if you have questions. This information is also available from the YCP home page, www.ycp.edu – click on Campus Events.

Please remember that it is **your** responsibility to **inform** your parents, family and friends about graduation day events and to **invite** them to attend.

Congratulations on the completion of your college degree!

William T. Bogart

Commencement

Date: Saturday, May 15, 2010
Time: 10:30 a.m.
Place: Under the white tent covering the Campus Mall
(the lawn area in front of Wolf Hall).

Rehearsal

Date: Wednesday, May 12, 2010
Time: 5:30 p.m.
Place: Wolf Gym, Grumbacher Sport & Fitness Center

Alumni Office Staff will also be available to answer questions related to alumni programming, services and upcoming events. Rehearsal will conclude by 6:30 p.m.

Graduation Day Reception

A reception will be sponsored by the York College Women's Auxiliary for graduates and their guests, dignitaries, trustees and faculty, starting at 9:00 a.m. in the Johnson Dining Room, Iosue Student Union. Reservations are not required for the reception.

Graduation Buffet

A sumptuous buffet will be available in the Johnson Dining Room, Iosue Student Union immediately following the ceremony (approximately 12:15 p.m.) Graduates are guests of the college. Cost for all others is \$9.00, cash or credit card, payable at the door. Please make reservations by calling Chartwells (717) 815-1268 by May 7th.

Grad Finale

A day dedicated to preparing the graduates for the commencement ceremony, will be held on Wednesday, March 24, 2010, from 10:00 a.m. – 6:00 p.m. in the M & T Field House, Grumbacher Sport and Fitness Center. Please refer to the notice mailed to each candidate for graduation by Josten's.

Tickets/Seating

Tickets are not issued for spring commencement. General seating for guests of graduates will be available on a first-come basis, with the tent opening for seating at 8:00 a.m. Graduates, Trustees, Faculty and President's Guests will be seated in reserved sections as directed by the marshals and ushers.

Televised Ceremony

The ceremony will be televised live and available for viewing at the Collegiate Performing Arts Center and the Admissions Welcome Center (Iosue Student Union).

Special Accommodations

Requests for special accommodations for graduates and/or guests requiring a sign language interpreter should be directed to Mrs. Janet Strickhouser, Campus Operations Office, (717) 815-1548.

Parking

Handicapped parking is available in the Wolf Hall parking lot for vehicles displaying the appropriate license plate or hang tag. This parking lot is accessed via the main college entrance on Country Club Road. **All other vehicles** will be routed to the west campus parking lots via Richland Avenue to York College Drive. Please refer to the enclosed driving directions. **Shuttle service** will be available from the west campus parking lots to main campus. We strongly urge commencement guests not to park on streets adjacent to the campus. City and township police are likely to be actively ticketing vehicles not displaying an appropriate resident parking permit.

Dress

Dress for Commencement should be conservative. Business casual dress is appropriate for graduates and guests.

Robing and Processional

Graduates are to report for robing and line-up no later than 9:30 a.m. on May 15th. Master's candidates, Associate candidates, B.A. candidates and B.S. candidates whose last names begin with A - E shall report to the lobby of Wolf Hall. Those B.S. candidates whose last names begin with F - Z shall report to the lobby of Campbell Hall.

Academic Regalia

Academic Regalia, (cap, gown, tassel and hood) may be purchased during the Grad Finale on Wednesday, March 24th at the M & T Field House 10:00 a.m. – 6:00 p.m. If you are unable to attend the Grad Finale, you may make your purchase online at <https://bookstore.ycp.edu> starting on Monday, March 29th. Costs are: Associates, \$25.00; Bachelor's, \$47.00; Master's, \$52.00. *Regalia will not be available on commencement day. Direct questions regarding regalia to College Bookstore personnel (717) 849-1699.*

Announcements

Announcements may be purchased at the Grad Finale or in the Bookstore through May 15th. Both general and personalized announcements are available. See Josten's flier for pricing on personalized announcements. General announcements cost \$7.99 per package of five.

Alcoholic Beverages

Alcoholic beverages are not permitted on campus. Graduates and their guests are to refrain from bringing alcoholic beverages to the commencement ceremony.

Alpha Chi Honor Society Graduation Medallions

Alpha Chi members who are candidates for May 2010 graduation are entitled to wear the official AX Honor Medallion with their academic regalia for the ceremony. Medallions are available for purchase in the Academic Dean's Office (Miller Admin. Bldg., Room 18) during the Grad Finale on March 24th and week days, May 3rd through 13th, 8:30 a.m. - 5:00 p.m., at a cost of \$10.00. *Medallions will not be available on commencement day.*

Honors

Honors as noted in the commencement program are based on all previously completed courses prior to the Spring 2010 semester, and will include all grades earned in courses at colleges other than York.

Participating B.A./B.S. academic honors (Summa Cum Laude, Magna Cum Laude and Cum Laude) candidates are recognized with the wearing of Honors Cords. The cords will be included in the regalia package purchased at the Grad Finale or shipped to you for online purchases. Notation of academic honors will be made by Dean Bogart when candidates are presented, and honors candidate's names will be "starred" in the program.

Photos

On graduation day, a posed photo will be taken of each graduate as you approaches the platform, a candid photo as you cross the stage and are greeted by Dr. Waldner, and a second posed photo as you leave the stage. Please see the enclosed flier from Grad Images. Graduates are under no obligation to purchase the photos.

Diploma & Transcript

A copy of your grade report will be mailed to you as soon as it is processed. Please examine it carefully and if you have an incomplete grade or an apparent discrepancy take the necessary corrective action immediately. Your grade report will not contain documentation of your graduation. Your diploma will be mailed to you after final verification of all degree requirements has been completed. A copy of your final transcript documenting your graduation will be included with your diploma. Please allow approximately 3-4 weeks for this process.

Publicity

The Office of Communications will work with an outside organization to alert local media of your graduation. Announcements should appear in your local paper(s) within a few weeks after graduation. If you do not see such an item by that time, please contact Mary Dolheimer at (717) 815-1584 or mdolheim@ycp.edu so that she may follow up.

Commencement Program

Each graduate's home town, academic major(s) and honors will be listed in the printed program. If you did not list your home town or other relevant information on your application for graduation, please notify the Records Office so appropriate changes can be made in the program. This needs to be done no later than April 15th in order to meet printing deadlines.

Old Spart Tradition

The tradition of graduates painting their names on "Old Spart" (the large green rock located outside the entrance to the bookstore) continues. Stop by after the graduation ceremony to paint your name on the rock for all to see. This is also a great spot for taking photos!

Flowers

Flowers will be provided by Commencement Flowers Service and may be purchased at the tented table area outside of the commencement tent before, during, and at the conclusion of the ceremony. Prices range from \$15 to \$25.

Graduation Mementos

The York College Bookstore will be open from 9:00 a.m. to 2:00 p.m. on Graduation Day to provide you and your family an opportunity to obtain York College gift items, clothing, flowers, balloons, etc. Snacks and beverages for the trip home will also be available.
