To All SPH Faculty:

We hope you will be able to join us for this year’s School of Public Health Commencement Ceremony! Your presence exhibits pride, commitment and recognition to SPH students and their families on this momentous and special occasion.

**SPH COMMENCEMENT CEREMONY**

SPH Commencement will be held on **Saturday, May 17th at 2:00 pm. The ceremony will take place outdoors (rain or shine) under a tent in the George Education Center's Lot** and recognizes Undergraduate, Certificate, Masters, and Doctoral graduating students. The ceremony typically lasts approx. one hour and is immediately followed by a light reception outdoors. In the event of inclement weather, the reception will be held in the CRC lobby.

Faculty should arrive no later than 1:30 p.m. and meet in the Dean’s Conference room to dress in the regalia and prepare for the ceremony. Please be prompt.

**ONLINE RSVP**

So we may appropriately prepare for the number of participants, please take a quick minute to complete the survey below and let us know whether or not you plan to attend the SPH Commencement Ceremony.

Click here to RSVP: [SPH Faculty Commencement Ceremony 2014 RSVP](#)

**REGALIA**

All faculty must have appropriate regalia in order to participate. Below are the instructions to either purchase or rent regalia from the University Bookstore. You should begin this process now in order to ensure securing your regalia in a timely fashion. Early ordering will enable faculty to receive their own institution’s colors and not UAlbany’s.

All faculty questions regarding obtaining regalia should be directed to Sue Brayman in the University Bookstore at sbrayman@albany.edu or (518) 442-5690.
Purchasing Regalia

- Custom tailored to your exact specifications and measurements, owning your own regalia frees you from ordering and returning countless rentals. If you are interested in purchasing your own regalia, contact Sue Brayman in the University Bookstore at sbrayman@albany.edu or (518) 442-5690 for more information.

Renting Regalia

- Faculty who wish to rent academic regalia must complete the attached *Faculty Regalia Order Form* by April 14 and return to Sue Brayman in University Bookstore (sbrayman@albany.edu) to receive a hood with your school color and delivery of your regalia to your office on campus.

- **All orders placed after April 14 will come with a UAlbany hood.**

- All rental orders must be placed no later than **April 28th**. This is the last day for faculty to order regalia.

- Unless you chose to have your regalia delivered to your office and placed your order by April 14th, regalia must be picked up from the University Bookstore on the main campus.

- Representatives from the Bookstore will be in contact with you regarding delivery dates/times.

- **Regalia will NOT be distributed the day of the ceremony on site.**

- **ALL RENTED REGALIA MUST BE RETURNED TO THE BOOKSTORE BY MAY 21ST. REPRESENTATIVES WILL NOT COME TO CAMPUS TO COLLECT REGALIA.**
IMPORTANT DATES FOR 2014 COMMENCEMENT

Monday, March 24
Cap and Gown sales begin at the University Bookstore for Masters candidates. Regalia, diploma covers, class rings, announcements and other related items will be available.

Friday, March 21
Graduate degree applications due. Submit via MyUAlbany.

Tuesday, April 1
Last day for Ph.D. candidates to purchase custom regalia through the University Bookstore.

Monday, April 14
Last day to rent Ph.D. regalia through the University Bookstore.

Last day for FACULTY to rent regalia and receive a hood with their school color and delivery to their office on campus. All orders placed after April 15th will come with a UAlbany hood and have to be picked up at the University Bookstore.

Friday, April 25
Tickets to the SPH Commencement Ceremony will be distributed in the CRC during Student Poster Day

Monday, April 28 – Friday, May 16
Tickets to the SPH Commencement Ceremony will be available to students for pick-up in their respective departments

Monday, April 28
Last day for FACULTY to rent regalia through the University Bookstore.

Thursday, May 15
Delta Omega Reception

Friday, May 16

SPH Commencement Ceremony Rehearsal
George Education Center Lot, East Campus (time TBD)

Saturday, May 17

Main Campus University-Wide Graduate Ceremony
(Includes all Master’s, Certificate, and Doctoral candidates)
9:00 a.m. @ the SEFCU Arena, Uptown Campus

SPH Commencement Ceremony
2:00p.m. in the George Education Center Lot, East Campus
(Plan to arrive by no later than 1:30pm)