SPH COMMENCEMENT CHECKLIST

Congratulations on your upcoming graduation from the School of Public Health! This checklist is designed to take you through the necessary steps prior to participating in SPH Commencement.

All information regarding steps to complete to graduate from the University at Albany can be found at:
http://www.albany.edu/commencement/students.php

The information below is specific to preparing for SPH Commencement. All relevant information can also be found at:  http://www.albany.edu/sph/12013.php

PLEASE READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS.

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.

IMPORTANT STEPS TO PARTICIPATE IN GRADUATION

1) BE SURE YOU ARE ELIGIBLE TO GRADUATE!
   • Notify your department and advisor of your plans to graduate. Be sure to check with them to see if you’ve completed all items indicated on your plan of study.

2) SUBMIT YOUR DEGREE APPLICATION
   This step is done on your MYUALBANY account via the Graduation tab.
   • Click on the "Apply to Graduation" link.
   • Follow the necessary instructions!
   • Deadline is Friday, March 21ST.

3) CLEAR UP ANY HOLDS
   • A diploma cannot be issued unless all financial obligations are cleared. Also, outstanding disciplinary actions can prevent your graduation.

4) SUBMIT YOUR RSVP ONLINE
   • ALL GRADUATING STUDENTS must RSVP online to the SPH Commencement Ceremony (regardless of whether or not you plan to attend).
   • Click here to RSVP to this year’s SPH Commencement Ceremony
5) **GET YOUR REGALIA!**

- ANY QUESTIONS REGARDING REGALIA: CONTACT THE UNIVERSITY BOOKSTORE AT (518) 442-5690.

**Masters Graduates**

- Proper graduation regalia is required to participate in the Commencement ceremony.
- Regalia goes on sale starting March 24th at the University Bookstore and can be purchased up until Graduation. However, availability of certain items/sizes may be limited the longer you wait!
- Prices are as follows:
  - Complete Set (cap, gown, hood, tassel): $83.98 (plus tax)
  - Gown Only: $43.98 (plus tax)
  - Hood Only: $35.98 (plus tax)
  - Cap Only: $12.98 (plus tax)
  - Stoles: $24.98 (plus tax)
  - Tassels (Public Health color is salmon) $7.98 (plus tax)

**Doctoral Graduates**

- Regalia can either be rented or purchased through the University Bookstore.
- RENTING: Prices are:
  - Total Rental w/tam purchase: $199.50 (plus tax)
  - Hood: $28.00 (plus tax)
  - Gown: $71.50 (plus tax)
- The final day to rent regalia for graduation is April 14th.
- Rented regalia must be returned in its original condition to the Bookstore by Wednesday, May 21st or you will be charged the purchase price.
- PURCHASING: Prices are:
  - Total Purchase: $881.00 (plus tax) (includes gown, hood, tam)
  - Tam: $100.00 (plus tax)
  - Hood: $161.00 (plus tax)
  - Gown: $620.00 (plus tax)
- Orders to purchase the set or individual pieces must be placed by April 1st.

6) **PICK UP YOUR SPH COMMENCEMENT CEREMONY TICKETS**

- Each student will receive 5 tickets to the SPH Commencement Ceremony. Students needing more than 5 tickets will go on a waiting list. Please indicate how many extra tickets you will need when completing your online RSVP (see step #4 above). We will do our best to accommodate all students.
Beginning on Student Poster Day (Friday, April 25th), tickets will be distributed to students for the SPH Commencement Ceremony. There will be a table in the CRC for pick-up, and students will have to sign their name stating the tickets were received.

After Student Poster Day, students can pick up tickets with their individual departments. If you are not able to come to campus to pick up your tickets, please e-mail your department with your name and mailing address so they may be sent to you.

### 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)