SPH Undergraduate Student
Commencement Ceremony 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 the SPH Commencement Ceremony.

1. Apply for Graduation  
   Deadline: March 18
   - A diploma cannot be issued unless the university has conducted an official degree audit. Apply for graduation through MyUAlbany by March 18.

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

3. REGISTER for the Commencement Ceremony ONLINE  
   Deadline: April 11
   - ALL DEGREE CANDIDATES must register online for the Commencement Ceremonies (regardless of whether or not you plan to attend) through MyUAlbany by April 11.

4. RSVP for the SPH Commencement Ceremony ONLINE  
   Deadline: April 20
   - ALL DEGREE CANDIDATES must also RSVP online for the SPH Commencement Ceremony here: http://goo.gl/forms/mGt3XMHsAA by April 20.

5. GET YOUR REGALIA!
   - Proper regalia is required for participation in both the University-wide Commencement Ceremony and the School of Public Health Commencement Ceremony. Regalia can be purchased through the University Bookstore and questions can be addressed by calling (518) 442-5690.

6. PICK UP YOUR SPH COMMENCEMENT CEREMONY TICKETS
   - Tickets are mandatory for attending the SPH Commencement Ceremony. The exact number of tickets will be determined based on availability of space and will be communicated by March 31. For planning purposes, students historically receive 5 tickets, and those needing additional tickets are placed on a waiting list. We will do our best to accommodate all students.
   - Undergraduate Students should contact Lue Ellis (l ellis@albany.edu) to coordinate a time to pick up tickets.

*Any questions regarding the SPH commencement ceremony can be directed toward Timothy Lalowski at sph06@albany.edu.
**All information regarding graduation from the University at Albany can be found at: http://www.albany.edu/commencement/students.php
**Information specific to the SPH Commencement Ceremony can be found at: http://www.albany.edu/sph/12013.php
2016 SPH Commencement Ceremony Important Dates

Friday, March 18
Graduate degree applications due. Submit via MyUAlbany.

Monday, March 28 – April 29
Cap and Gown available at the University Bookstore for Bachelors and Masters candidates. Regalia, diploma covers, class rings, announcements and other related items will be available.

Tuesday, March 28
Last day for Doctoral candidates to purchase custom regalia through the University Bookstore.

Monday, April 11
Commencement Registration deadline. Submit via MyUAlbany.

Last day to rent Doctoral regalia through the University Bookstore.

Last day for FACULTY to register and reserve regalia for the Commencement Ceremony through the UAlbany Commencement Faculty Participation Sign-Up.

Thursday, April 20
Last day to RSVP for the SPH Commencement Ceremony.

Friday, April 22
Tickets to the SPH Commencement Ceremony will be distributed in the GEC Lobby during Student Poster Day.

Monday, April 25 – Friday, May 13
Tickets to the SPH Commencement Ceremony will be available to students in the Student Affairs Office with Timothy Lalowski during the following times (or as individually scheduled by emailing sph06@albany.edu):

- Mondays 9:00am-2:00pm
- Tuesdays 9:00am-1:00pm
- Wednesdays 9:00am-2:00pm
- Thursdays 9:00am-1:00pm

Thursday, May 12
SPH Commencement Ceremony Rehearsal
George Education Center, East Campus 3:00 PM

Saturday, May 14

Main Campus University-Wide Graduate Commencement 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)
# 2016 University at Albany Regalia Prices (plus tax)

### Bachelor:
- Complete Set (cap, gown, tassel) $49.98
- Gown Only $38.98
- Honors Medals $19.98
- Honors Cords $14.98

### Masters:
- Complete Set (cap, gown, hood, tassel) $87.98
- Gown Only $44.98
- Hood Only $36.98
- Souvenir Tassels $7.98
- Cap Only $12.98
- Diploma Cover $16.98

### Ph.D Regalia

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