

TO: August Graduates and Prospective December Graduates

FROM: William T. Bogart, Dean of Academic Affairs

I am pleased to learn that you are planning to receive your degree at the winter commencement ceremony on Tuesday, December 22, 2009. One of the speakers will be a member of the York College community (a full time faculty member or administrator) nominated by the graduates. To submit a nomination for a speaker, please send me an email at blevans@ycp.edu or return the enclosed pre-addressed card to my office by Friday, October 30, 2009.

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.

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!

Commencement

Date: Tuesday, December 22, 2009
Time: 10:30 a.m.
Place: M & T Field House,
Grumbacher Sport and Fitness Center

Rehearsal

Date: Tuesday, December 15, 2009
Time: 5:30 p.m.
Place: York Collegiate Theatre
Collegiate Performing Arts Center

Inclement Weather

Every effort will be made to hold the ceremony as scheduled. If severe inclement weather forces the college to cancel commencement, details will be placed on the college's home page (www.ycp.edu) and on the weather phone line, (717) 815-6789.

Tickets/Seating

Six tickets will be provided to each graduate when you receive your regalia. General seating preference for parents, relatives, and other guests of graduates will be on a first-come basis to those presenting tickets at the door. Others will be seated as space permits. Graduates will be seated in a reserved section as directed by the marshal (no ticket is needed for graduates). The M & T Field House will open for seating at 9:00 a.m.

Grad Finale

A day dedicated to preparing the graduate for the commencement ceremony, will be held on Wednesday, November 11, 2009 from 10:00 a.m. – 6:00 p.m. in the College Bookstore, lower level, Iosue Student Union. Please refer to the materials mailed to each candidate for graduation by Josten's.

Parking

All graduates and guests will be directed to the parking lots to the west of the Grumbacher Sport and Fitness Center. Please access the parking lots via York College Drive, off Richland Avenue. Please refer to the map and driving directions to the Grumbacher Center on the enclosed page. Handicapped parking is available for vehicles displaying the appropriate license plate or hang tag.

Robing and Processional

Graduates are to report to Wolf Gym, on the first floor of the Grumbacher Sport and Fitness Center, no later than 9:45 a.m. on Tuesday, December 22, 2009.

Announcements

Announcements may be purchased at the Grad Finale or in the Bookstore through December 22nd. Both general and personalized announcements are available. See Jostens flier for pricing on personalized announcements. General announcements cost \$7.99 per package of 5.

Academic Regalia

Academic Regalia (cap, gown, tassel and hood) may be purchased during the Grad Finale on Wednesday, November 11th. Costs are: Associates: \$25.00, Bachelor's: \$47.00, Master's: \$52.00. If you are unable to attend the Grad Finale, you may make your purchase online at <https://bookstore.ycp.edu> from November 12th thru 30th. Online purchases will be shipped directly to the address you provide. *Regalia will not be available on commencement day. Direct questions regarding regalia to the College Bookstore (717) 849-1699 or Ann Felty (717) 815-1246.*

Graduation Mementos

The York College Bookstore will be open 8:00 a.m. – 4:30 p.m. on Graduation Day to provide you and your family an opportunity to obtain York College gift items, clothing, flowers, balloons, etc. Snacks for the trip home will also be available.

Alcoholic Beverages

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

Refreshments

Refreshments other than clear bottled water are not permitted in the Grumbacher Center. The Cyber Café will not be open.

Dress

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

Alpha Chi Honor Society Graduation Medallions

Alpha Chi members who are participating in the December 2009 graduation ceremony are entitled to wear the official AX Honor Medallion with their academic regalia. Medallions are available for purchase in the Academic Dean's Office (Miller, Rm. 18) during the Grad Finale on November 11th and December 7-18, 2009, 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 Fall 2009 semester, and will include 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 the dean when candidates are presented, and honors candidate's names will be "starred" in the program.

Graduation Buffet

A sumptuous buffet will be available in Johnson Dining Room, Iosue Student Union, immediately following the ceremony (approximately 12:15 p.m.) Graduates are guests of the college. Give your name at the door. Cost to all others (parents, faculty, friends) is \$9.00, payable at the door by cash or credit card..

Please make reservations by calling Chartwells Dining Service by December 16th at (717) 815-1268.

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.

Photos

On graduation day, a posed photo will be taken of each graduate as you approach 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 GradImages™. 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 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 November 16th 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) goes on. Stop by after the commencement 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 tables located in the lobby of the Grumbacher Center. Prices range from \$15.00 - \$25.00.
