

SIENA HEIGHTS UNIVERSITY commencement 2010



Congratulations! Your graduation from Siena Heights University is within sight! We look forward to celebrating with you at Commencement 2010. This flyer includes important information to help you, and the University, in planning this important celebration. Please read carefully, and don't overlook the "Commencement Final Exam" on the back side of the flyer: For this test, you ask the questions, and Siena Heights provides the answers!

Commencement in Adrian is Sunday, May 9, at 2 p.m. in the Fieldhouse on the main campus. *Introductory narration begins at 1:50 p.m.* This ceremony will recognize all degree candidates from all Siena Heights locations. (Students graduating from the Battle Creek and Benton Harbor centers may choose to participate in a special ceremony in Benton Harbor—see below.) Tickets are required for all guests attending the Adrian Commencement; up to six (6) guest tickets are available for each participating graduate. Tickets are free but you must order your tickets between March 1 and April 16.

Commencement in Benton Harbor is Sunday, May 16, at 1 p.m. in the Mendel Center on the Lake Michigan College campus. This ceremony will recognize students graduating from Siena's Lake Michigan (Benton Harbor) and Kellogg (Battle Creek) centers. Be sure to let your site director know of your commencement plans. Tickets are not required for this ceremony.

CALENDAR OF EVENTS

- March 1–2..... Metro Detroit Grad Fair, 4–7:30 p.m., Metro Detroit Center.
- March 3 Battle Creek Grad Fair, 4–7 p.m., Kellogg Community College campus.
- March 9–10..... Adrian Campus Grad Fair, 10 a.m.–4:30 p.m., SHU Barnes & Noble Bookstore.
- March 1–April 16..... Students can order commencement tickets and graduate regalia from SHU Barnes & Noble Bookstore.
- April 16..... Deadline for commencement ticket ordering, Kente ceremony reservations, brunch reservations, commencement handicapped seating arrangements, professional photo reservations, and Benton Harbor ceremony attendance.
- April 16..... Graduation reception for Jackson, Lansing, Monroe and Distance Learning programs, 6:30–8:30 p.m., Bella Notte Restaurant in Jackson.
- April 23..... Pinning ceremony for the first nursing class graduating from SHU, 6 p.m., Holy Rosary Chapel, Adrian campus. Reception following at the Nursing Building.
- April 30..... Multiple events happening:
 - Honors Convocation, 2 p.m., Lumen Ecclesiae Chapel, Adrian campus.
 - Torch Night, 8 p.m., Lumen Ecclesiae Chapel, Adrian campus.
 - Metro Detroit Center graduation reception, 6 p.m., at Tapestry in Southfield.
- May 9..... Commencement Day in Adrian:
 - SHU Barnes & Noble Bookstore open, 9 a.m.–6 p.m.
 - Baccalaureate Mass, 10 a.m., Lumen Ecclesiae Chapel.
 - Brunch, 11 a.m.–12:30 p.m., Benincasa Dining Hall & Ledwidge Ballroom.
 - Kente Ceremony, noon, Lumen Ecclesiae Chapel.
 - Commencement narration begins at 1:50 p.m. in the Fieldhouse; academic procession begins at 2 p.m.
 - Reception to follow on the Fieldhouse lawn for all graduates.
- May 16..... Commencement in Benton Harbor:
 - Kente Ceremony, noon, Mendel Center main stage.
 - Commencement begins at 1 p.m. in the Mendel Center.
- May 10–22..... Diplomas mailed to May graduates by Registrar's Office.



IMPORTANT: NEXT STEPS!

1. Order your tickets for the Adrian campus Commencement before April 16! *This is how you let the University know you plan to participate in the May 9 Commencement. Remember, every guest must have a ticket. ALSO: We must hear from you no later than April 16 for you to receive a professional photo proof of your graduation photo.*
2. If you are a student at either the Lake Michigan or Kellogg center, contact your site director if you plan to participate in the May 16 Commencement.
3. Read about Torch Night (over); contact Campus Ministry if you decide to participate.
4. Read about the Kente ceremony (over); contact the Alumni Office if you wish to participate.
5. Reserve tickets for the Commencement Day brunch in Adrian.
6. Purchase your cap and gown and any other graduation items you would like.
7. Make sure the Siena Heights University Registrar's Office has your correct and current mailing address. This is VERY important.

READ THE "FINAL EXAM" ON THE BACK OF THIS FLYER FOR DETAILS ON THESE AND ALL COMMENCEMENT MATTERS.

commencement final exam

1. How do I get tickets?

Up to six (6) guest tickets are available for each graduate participating in the Adrian Commencement—but you must order tickets between March 1 and April 16. This will ensure availability AND let us know that you intend to march in the ceremony, so that the Registrar can finalize the graduation line and seating chart. **To order tickets:** Contact the SHU Barnes & Noble Bookstore at 517-264-7636. **Tickets cannot be ordered online.** Every guest will need a ticket to enter the Fieldhouse; please order only the number of tickets you need for your guests. **To pick up tickets:** Tickets will be available for pick up at the Grad Fairs (see Calendar of Events) in Battle Creek, Metro Detroit and Adrian, as well as at the Bookstore, located in Archangelus Hall on the Adrian campus (visit www.sienaheights.edu/CampusMap.aspx to find a campus map). Tickets can also be mailed at a charge. **Extra tickets:** Bring any unused tickets to the Alumni Welcome Tent on Commencement Day, so we can share them with others who need them. Extra tickets that are returned will be available at the Welcome Tent in front of the Fieldhouse.

2. I'll be graduating in Benton Harbor. Do I need tickets?

No.

3. Where do I get my cap and gown and other items?

Several Grad Fairs are planned in March (see Calendar of Events) for students to order graduation regalia. The SHU Barnes & Noble Bookstore is handling all cap and gown orders, as well as other graduation items such as announcements and class rings. You can order by phone by calling the bookstore at 517-264-7911.

4. How much do these items cost?

Cap, Gown, Hood and Tassel packages:	Undergraduate hood only:	\$29.98
• Associate/Bachelor's degree:	Graduate hood only:	\$32.98
• Specialist/Master's degree:	Cap only (one size fits all):	\$11.98
Associate or Bachelor gown only:	Extra souvenir tassel only:	\$6.98
Specialist or Master's gown only:		\$36.98

5. What is Torch Night?

The Torch Night ceremony, which takes place several weeks before Commencement, is a Siena Heights tradition involving a symbolic exchange between a graduate and another SHU student who is not yet ready to graduate. The graduate receives a rose, the Dominican symbol of friendship, and gives the undergraduate (also known as the "torch") a candle symbolizing the light of truth and the "torch" of learning. Each graduate invites a SHU undergraduate student, usually a close friend, to be his or her "torch." Graduates wear their caps and gowns for this event. This year's ceremony is scheduled for Friday, April 30, at 8 p.m. in Lumen Ecclesiae Chapel. Students from all SHU locations are welcome to participate. **To participate:** Contact Campus Ministry by April 16 at 517-264-7192 for your name to appear in the Torch Night program.

6. What is the Kente Ceremony?

Sponsored by Siena's African-American alumni, the Kente ceremony has become a cherished part of Commencement for Siena's African-American graduates, not only on the Adrian campus but also at the Benton Harbor graduation. SHU alumni provide a colorful Kente stole for each graduate to wear over his or her graduation robe. Stoles are presented at a special ceremony preceding the official Commencement program. On May 9 in Adrian, the Kente ceremony is scheduled for noon in Lumen Ecclesiae Chapel. On May 16 in Benton Harbor, the Kente ceremony will take place at noon in the Mendel Center. **To participate:** Contact the Alumni Office at 517-264-7143 by April 16.

7. What if I—or my guests—need special assistance?

Students who need special seating or assistance because of a handicap or advanced pregnancy should call the Registrar's Office at 517-264-7121. Students can be pre-seated if necessary, and/or can use our ADA-approved handicapped ramp. **Guests** who are handicapped or need special assistance, please call 517-264-7600 by April 16 to arrange special seating (limited to two per student). Ask your guests who have arranged handicapped seating to stop at the reception table located at the east Fieldhouse entrance. This entrance is adjacent to the handicapped parking area. Wheelchairs are welcome.

8. What else happens in Adrian on Commencement Day besides commencement?

- **Baccalaureate Mass** will be at 10 a.m. in Lumen Ecclesiae Chapel. People of all faiths and backgrounds are welcome. No tickets needed. Questions: 517-264-7198.
- **Brunch** will be served in Benincasa Dining Hall, 11 a.m.-12:30 p.m. Pre-paid tickets are \$9.95/adult and \$5/child under age 10; for reservations, due by April 16, call 517-264-7600 or send checks (made out to Siena Heights University) to: Siena Heights University, Doris Hubbard, 1247 E Siena Heights Dr., Adrian, MI 49221. Brunch also will be available on a walk-in basis in Ledwidge Hall for \$14.95/adult, \$7.50/child under 10.
- **The Kente ceremony** for African-American graduates happens at noon in Lumen Chapel.
- **The SHU Barnes & Noble Bookstore** will be open 9 a.m.-6 p.m. for last-minute purchases.

9. Do I get my diploma at Commencement?

No, actual diplomas will be mailed after graduation requirements are complete and obligations to the University have been met. To ensure timely delivery of your diploma, be sure to confirm your correct mailing address through your "MY SIENA" account on www.sienaheights.edu. Click on "MY SIENA" and login, then click "Personal Info" at the top, then click on the "Biographical Info" tab to verify your name and address. If this information is incorrect, please click on the pencil. This will bring up a correction form to fill in and submit. Don't wait to update your file; do this as soon as possible. (Note: name changes must be documented with the Registrar's Office.) The Registrar's Office will not mail documents to an SHU campus mailbox unless it is your legal mailing address. **If you live in an apartment that is not your legal address, or that you will be leaving at the end of April, notify the Registrar's Office (517-264-7120) where to send your diploma.**

10. I expect to graduate with academic honors. Do I receive anything for this?

Siena Heights does not present honor cords at Commencement, although some honors are presented at earlier academic events. However, if you qualify for academic honors (cum laude, magna cum laude, and summa cum laude) and you have completed all requirements for graduation, your honors will be announced at Commencement and listed in the program. (For May graduates, honors listed in the program and read on stage will be based on grade records as of March 2009 and will not be official until all second semester grades are received.) Note: Information about academic honors will not be available before Commencement.

11. My family wants a picture of me during the ceremony. Will there be a photographer?

Yes, a professional photographer will take student pictures at the Adrian ceremony. Students will receive proofs a few days after Commencement with purchase information and pricing. NOTE: All information for those students walking in the ceremony is sent to the photographer on April 16. If you inform the Registrar or the bookstore that you are coming to the ceremony after this date, you will not receive your sample photograph via e-mail.

12. Can family members/friends take pictures or video during the ceremony?

Family and friends may take pictures and video from their seats. (Note: Tripods are NOT permitted.) We ask that guests do NOT approach the stage from any direction to take pictures during the ceremony. Graduates and their guests may return to the stage after the ceremony for additional pictures. Make sure batteries and power packs are charged ahead of time.

13. Where do I and my guests park?

To assist our students and guests with entering and exiting the Adrian campus efficiently, traffic heading east on Siena Heights Drive will be directed to the following parking lots: West Fieldhouse, Dominican & Performing Arts, and Addison Street Fairgrounds. Traffic heading west on Siena Heights Drive will be directed to the following parking lots: Adrian Dominican Motherhouse and the Siena Heights Drive Fairground entrance. Shuttles will be available for transportation to and from the Fieldhouse. Adjacent parking fills up quickly, so please allow plenty of time. All exiting traffic will be directed out the same direction as it entered. Handicapped parking will be available in the parking lot east of the Fieldhouse. A state issued handicapped permit is required to enter, and should be displayed to the officer directing traffic. For any special assistance with parking, please contact Cindy Birdwell at 517-264-7194.

14. What time should I be at the Fieldhouse before the commencement ceremony?

Students should arrive no later than 1:15 p.m. at the check-in tables at the east side of the Fieldhouse to make sure they are in proper order in the marching line. Students will receive call cards and a photograph information card. Call cards are color coded and list the name, degree type and line up assignment. Please keep the call cards on you at all times. Caps and gowns should also be worn to the line-up. Hoods should be carried over students' left arms and tassels on the left side of caps. Bring a safety pin/hairpin in case of emergency. Once you enter the line up, we ask that you remain in line. Marshals will be on site to assist with line up assignments.

15. What time should my guests arrive at the Fieldhouse?

Guests will be admitted to the Fieldhouse at 1 p.m. Allow 20-30 minutes for parking and walking. Every guest (even babies!) must have a ticket to enter the Fieldhouse. No loud bells, horns, whistles etc. will be permitted during the ceremony.

16. What should I wear?

Early May weather is usually pleasant, but the Fieldhouse is NOT air conditioned, so dress for the weather. You may need to walk or stand a great deal, so comfortable shoes probably are a better idea than high heels and boots.

17. Where can I find directions to campus?

A campus map is available at www.sienaheights.edu/CampusMap.aspx. Services like Google and Yahoo also have online maps and directions to the Adrian campus.

18. Is food allowed in the Fieldhouse?

Beverages and snacks will be available for purchase at the Fieldhouse snack bar prior to the ceremony.

19. What about smoking?

Smoking is not allowed in any Siena Heights building and is restricted to designated outdoor smoking areas.

20. After the ceremony, are there places to eat in the area?

Yes! For a complete list of dining options, please visit www.visitlenawee.com.

21. Who do I call—about anything?

If you have more questions, try one of these numbers for help:

- Registrar's Office: 517-264-7121
- Barnes and Noble Bookstore: . . . 517-264-7911
- Handicap Guest/Seating: 517-264-7600
- Business Office: 517-264-7110
- Brunch reservations: 517-264-7600
- Torch Night reservations: 517-264-7192
- Financial Aid Office: 517-264-7130
- Kente reservations: 517-264-7143
- Public Safety Office: 517-264-7194