Dear Graduating Senior:

Congratulations on your upcoming graduation from Providence College as a member of the class of 2018!

Information supplied in this guide should help to answer the most frequently asked questions concerning your participation at commencement activities. If you have further questions after reading this guide, please call College Events at 401.865.2344 between 8:30 a.m. and 4:30 p.m., Monday through Friday, or stop in at Harkins Hall 412. Also be sure to visit the Web site at www.providence.edu/commencement for up-to-date notifications about Commencement.

For your information, a Parent’s Guide has also been mailed home to assist families in planning their weekend.

We wish you the best of luck as you prepare for this special occasion!

Sincerely,

Director, College Events
Office of Institutional Advancement
Providence College

Tara Baxter
Assistant Director, College Events
Office of Institutional Advancement
Providence College
Schedule of Events

Friday, May 18, 2018
ROTC Commissioning
4:00 p.m.
War Memorial Grotto
Contact the Department of Military Science at 401.865.2471 for details.

Saturday, May 19, 2018
Academic Awards Ceremony
11:00 a.m.
Peterson Recreation Center
(enter via the Concannon Fitness Center)
Students receiving honors or awards are expected to attend. Please assemble in Mullaney Gymnasium by 10:15 a.m. All graduates and their families are invited to attend; tickets are not required. Academic attire (cap and gown) is required; wear cap with tassel hanging in front of cap on right side. The hood is not worn at this ceremony. Bring your cord (distributed at Cap & Gown day) to the ceremony. Academic Honors are as follows: Summa: 3.85, gold cord; Magna: 3.70, silver cord; Cum: 3.55 white cord. When instructed, place the cord around your neck with the knot at the back and tassels hanging down the front. The ceremony is approximately one and one-half hours in length.

Commencement Mass
4:00 p.m.
Peterson Recreation Center
(enter via the Concannon Fitness Center)
All graduates must attend; an unlimited number of guests may attend. Please assemble in Mullaney Gymnasium by 3:00 p.m. Academic attire is required; carry cap with tassel, gown and honors cords, if applicable. The hood is not worn at this ceremony. Doors open at 3:00 p.m.; the procession begins at 3:40 p.m. After mass, students will process back to Mullaney Gymnasium in Alumni Hall before joining their families at the Family Reception on Slavin Center Lawn. It is best to designate a specific rendezvous site outdoors where your family can plan to meet after Mass. Late arriving guests will not be seated until after the processional is completed. An elevator is located in the lobby area of Peterson Recreation Center for guests with disabilities. Seating is limited. Additional seating will be available in Mullaney Gymnasium

Family Reception
5:30 to 6:30 p.m. (following the Mass)
Slavin Center Lawn
All guests attending the Commencement Mass are invited to attend this reception. No tickets are required. Refreshments and light snacks will be available.

Sunday, May 20, 2018
Commencement Exercises
11:00 a.m.
Procession begins at 10:30 a.m.
Dunkin’ Donuts Center, Downtown Providence
All graduates must attend. Academic attire is required; wear cap with tassel, gown, hood and honors cords, if applicable.
Helpful Commencement Information

Tickets and Attire:

Does each guest in my party need a ticket, and is there a limit to the number of guests?
Yes, every guest needs a ticket. Graduates will receive (5) guest tickets to Commencement. Tickets will be distributed to the graduates at Cap & Gown Day on April 18, 2018.

Why is there a limit to Commencement tickets?
The technological projection requirements necessary to execute this ceremony at the Dunkin’ Donuts Center result in a loss of approximately one-third of the arena seats. The screens ensure that all in the arena have an opportunity to get a close-up view of their graduate at the milestone moment when they approach the stage to receive their degree.

Will additional tickets be available?
Students who may require additional guest tickets are encouraged to check with classmates. Many families will not use all five guest tickets. If you do not require all five guest tickets, please return them to the College Events, Harkins Hall 412. A limited number of tickets will be available through a lottery system. Families who may need one or two additional tickets (the maximum allotment), may submit requests to: alumni.providence.edu/commencementlottery2018. REQUESTS MUST BE RECEIVED BETWEEN January 29 – February 11, 2018. Requests received after February 11 will not be considered. All winners will be notified by February 19 via email. Winning tickets will be distributed to the student at Cap & Gown Day on April 18, 2018.

When do students order and receive their Commencement tickets and caps and gowns?
All seniors are required to order their cap and gown on the web between February 1 – March 16, 2018 from www.Herffjones.com/college/graduation. Please note the updated ending date. Cap & Gown Day will be held on April 18, 2018 in Slavin Center, ’64 Hall from 10:00 a.m. – 5:00 p.m. Seniors will pick up their pre-ordered cap, gown, and honors cord (if applicable), as well as additional invitations, tickets to the Commencement exercises, and schedule cards. Education majors who are unable to come on April 18 may pick up their attire, etc. the following week in Harkins Hall, Room 412, between 9:00 a.m. – 4:00 p.m. Please bring your PC ID.

Cap & Gown Day
April 18, 2018, 10:00 a.m. – 5:00 p.m.
’64 Hall, Slavin Center
Bring your PC ID

December 2018 Graduation Candidates
Candidates for December 2018 graduation participate in the May 2018 graduation ceremonies. December candidates will be included in the official commencement program, where they will be recognized as December 2018 graduation candidates. All December 2018 candidates will have their names read at the ceremony and will be eligible to walk on stage with the other graduates.

Are there invitations or announcements to Commencement?
Your parents will receive their official invitation in late March. You may pick up additional invitations and schedule cards at Cap & Gown Day on April 18, 2018. Personalized announcements for family and friends are available to be purchased from the College bookstore at 401.865.2181 or pcbook@providence.edu. Please note that announcements/ invitations to Commencement will not serve as Commencement tickets.
**Indebtedness to the College: What if there are unpaid bills?**

Any student that has an unpaid balance as of April 18, 2018 will not be able to receive their cap and gown, or tickets to the Commencement exercises, until the balance is paid in full. Account balances may be viewed online using your Cyberfriar login or by calling the Student Accounts office at 401.865.2284. Any student that has received a Federal Student loan is required to complete exit counseling online. Information will be emailed to all students that this applies to in early March. Failure to complete exit counseling by April 18, 2018 will also prevent students from receiving their cap and gown, as well as tickets.

**On the Day of Commencement:**

**Is attendance mandatory?**

Commencement activities are obligatory. Those seeking to be excused from attendance must obtain the necessary permission from the academic dean of undergraduate and graduate studies, Rev. Mark D. Nowel, O.P. Please email academicdean@providence.edu.

**What about academic attire?**

Wear your cap and gown; the tassel should hang from the front, right-hand side. Academic hood is placed over your head, around your neck, draping over shoulders. The honors cord, if applicable, goes over the gown with the knot at back of neck. The only cords, sashes, or other accessory that is permitted are those issued by the National Honor Societies.

**What time should I report to the Dunkin’ Donuts Center and where do I go?**

All graduates should report to the Exhibition Hall on the ground level of the Dunkin’ Donuts Center no later than 9:15 a.m.

**Will student transportation be provided to and from the Dunkin’ Donuts Center?**

While most graduates live off campus, there has been some inquiry regarding bus transport to the Dunkin’ Donuts Center. A limited number of buses will be available for student transportation. The buses will depart from Concannon Circle promptly at 8:45 a.m. on Sunday morning for graduates. Registration for the bus is required using the link [http://prov.ly/commencementbus2018](http://prov.ly/commencementbus2018). Registration is available April 13 – May 10, 2018. Seating is limited and cannot be guaranteed unless you have received an email confirmation. Please present your email confirmation upon arrival as this will be your ‘ticket’ to board the bus to the Dunkin’ Donuts Center. The bus will be on the Sabin Street side of the Dunkin’ Donuts Center for return after the ceremony.

**Security at the Dunkin’ Donuts Center**

All individuals will have to pass through metal detectors before entering the arena. Large bags of all kinds can be problematic, so we ask both graduates and guests alike to consider leaving bags at home or in your car (unless it is absolutely necessary for you to carry them with you). Bags that are larger than 13 5/8” x 15 ¼” will not be permitted through the security zone. Under some circumstances, security personnel will deem it necessary to search a bag before allowing its owner admittance to an event. This is true of events at both the Dunkin’ Donuts Center and Peterson Recreation Center on campus. We encourage individuals to take advantage of the doors opening at 9:00 a.m. to give yourself plenty of time to get to your seats.

**Photography**

An envelope from GradImages will be on your chair during the ceremony. Complete the information and take it with you as you approach the stage. GradImages will photograph you as you receive your diploma.
**What is the timing of the ceremony?**
- All doors at the Dunkin’ Donuts Center open at 9:00 a.m.
- The procession begins at 10:30 a.m.
- The ceremony begins at 11:00 a.m.
- The sequence of the conferral of degrees is as follows: undergraduate B.A., B.S; School of Continuing Education; Graduate Studies Program; and Honorary Degrees.
- The ceremony ends at approximately 1:30 p.m.

**Lining up for the procession**
Members of the Friars Club will line up graduates at 9:25 a.m. Bring your number in line with you. It is printed next to your name on the envelope you received at Cap & Gown Day. Once assigned a place in line, it is imperative that you stay in it for the procession. It takes over an hour to assemble this part of the procession. The procession will begin promptly at 10:30 a.m. Late arrivals will not be able to march or sit with the class. When you reach your seat, remain standing until after the Invocation.

**Receiving your diploma**
Stop at the top of the stairs on the stage. Listen for your name to be read, and then proceed to the center of the stage, where you will shake hands with the President and the Chairman of the PC Corporation. Your tassel should be moved from the front, right-hand side, to the left hand side of your cap to signify the recognition of earning your degree. GradImages will photograph you as you receive your diploma, and will also take another photo of you with your diploma cover when you leave the stage. The last stop is at the academic dean’s office table where your official diploma will be issued. Following the issue of your diploma, you must return to your original seat for the remainder of the ceremony.

**Will refreshments be available?**
Light refreshments (coffee, juice, breakfast, pastries, soda) will be available for purchase in the Dunkin’ Donuts Center vending area prior to the ceremony. Please refrain from eating and/or drinking in the main arena during the ceremony. Graduates are not allowed to take food or drink into the arena. All water bottles and the like must be disposed of prior to entering the arena.

**Seating:**

**Commencement Seating for families**
With the exception of a few reserved sections, seating is open and will be filled on a first come, first-served basis. Families should plan to arrive at the Dunkin’ Donuts Center by 9:15 a.m. to obtain the best possible seating. Candidates for B.A. and B.S. degrees sit on both sides of the Dunkin’ Donuts Center floor; you won’t know until the morning of graduation on which side your student will be seated. Large video screens on either side of the stage will broadcast the entire ceremony.

**Are there special arrangements for persons with special needs?**
Guests with special needs may access the lobby by using the ramp located on the Hilton Providence side of the building (left of the main entrance). Once inside the lobby, proceed to the main concourse area towards Sections 101, 106, 110, 120, and 124 which are reserved for persons with disabilities. Supplemental sections 104 and 126 have also been added. Members of the Friars Club (wearing white blazers and black slacks/skirts) will be posted at these sections to assist guests with special needs. Only one escort is permitted to remain with a special needs guest or guest seated in a wheelchair. Fire laws are strictly enforced and do not permit leaving wheelchairs in the aisles. A sign-language interpreter will sign the entire Commencement Exercise.

**Where should you meet your family after the ceremony?**
With more than 10,000 people exiting the arena, it is best to plan on joining your family or guests outside the Dunkin’ Donuts Center at a predetermined meeting spot.
**Dunkin’ Donuts Center General Information**

**Security at the Dunkin’ Donuts Center**
All individuals will have to pass through metal detectors before entering the arena. Large bags of all kinds can be problematic, so we ask both graduates and guests alike to consider leaving bags at home or in your car (unless it is absolutely necessary for you to carry them with you). Bags that are larger than $13\frac{5}{8}" \times 15\frac{1}{4}" will not be permitted through the security zone. Under some circumstances, security personnel will deem it necessary to search a bag before allowing its owner admittance to an event. This is true of events at both the Dunkin' Donuts Center and Peterson Recreation Center on campus. We encourage individuals to take advantage of the doors opening at 9:00 a.m. to give yourself plenty of time to get to your seats.

All camera policies are event specific. Small, personal, digital point and shoot cameras are acceptable, however, cameras with professional lenses, or detachable flashes are prohibited from the Dunkin’ Donuts Center. Use of video cameras, audio recording devices and digital cameras in video mode are strictly prohibited in the arena. The use of any of these items will result in disciplinary action and possible ejection from the arena.

The Dunkin' Donuts Center has a no-smoking policy, and smoking is limited to outdoor spaces on the Providence College campus. Visitors are not allowed to bring food or beverages into the Dunkin' Donuts Center.

**General Information**

**Restaurant Reservations**
We suggest Sunday dinner reservations after 2:30 p.m. to allow time to exit the Dunkin’ Donuts Center and the downtown city area. For more information, visit the Providence Warwick Convention and Visitor’s Bureau at [http://www.goprovidence.com/](http://www.goprovidence.com/).

**Are there invitations or announcements to Commencement?**
Your parents will receive their invitation in late March. Additional invitations and schedule cards may be picked up at Cap & Gown Day on April 18, 2018. Personalized announcements for family and friends are available to be purchased from the College bookstore at 401.865.2181 or pcbook@providence.edu

**Indebtedness to the College: What if there are unpaid bills?**
Any student that has an unpaid balance as of April 18, 2018 will not be able to receive their cap and gown until the balance is paid in full. Account balances may be viewed online using your Cyberfriar login or by calling the Student Accounts office at 401.865.2284. Any student that has received a Federal Student loan is required to complete exit counseling online. Information will be emailed to all students that this applies to in early March. Failure to complete exit counseling by April 18 will also prevent students from receiving their cap and gown, as well as tickets.

**How do I order the VERITAS yearbook?**
The yearbook will be mailed to you in the fall of 2018; no need to order, as it is included in your commencement fee. Questions regarding the VERITAS yearbook should be directed to 401.865.2605 or to the SAIL office, 401.865.2211.

**What about senior week activities?**
Questions should be directed to the SAIL Office, 401.865.2211.
Important Phone Numbers

Important phone numbers you may need for questions related to:

FOR UPDATES AND CURRENT INFORMATION ON PROVIDENCE COLLEGE’S 2018 COMMENCEMENT WEEKEND, CHECK THE WEBSITE: WWW.PROVIDENCE.EDU/COMMENCEMENT

Commencement Weekend
College Events, Office of Institutional Advancement
401.865.2344 or colevent@providence.edu

Office of the Dean of Undergraduate and Graduate Studies
Harkins Hall 213
401.865.2495 or academicdean@providence.edu

Announcements & Bookstore Items
Barnes & Noble Bookstore, Providence College
401.865.2181 or pcbook@providence.edu

Dunkin’ Donuts Center
1 LaSalle Square, Providence, RI 02903
401.331.0700 or www.dunkindonutscenter.com

Financial Obligations
Office of Student Accounts, 401.865.2284

Highway Construction
R.I. Department of Transportation
401.222.2450 or www.dot.ri.gov

On-Campus Housing
Office of Residence Life, 401.865.2392

Photography – Commencement Day
GradImages
1.800.261.2576 or www.gradimages.com

Safety and Security at Providence College
The Office of Safety and Security, 401.865.2391

Senior Week Activities
Student Activities (SAIL), 401.865.2211

Veritas Yearbook
401.865.2605

IMPORTANT DATES AT A GLANCE

January 29 Opening date for (2) lottery tickets
February 1: Opening Date for Cap and Gown Ordering from Herff Jones
February 11: Closing Date for (2) lottery tickets
February 19: Lottery ticket winners notified via email
March 16: Closing Date for Cap and Gown ordering from Herff Jones *Please note new date
April 18: Cap and Gown Day- All tickets, informational materials, graduate number in line for Commencement will be distributed. Those on financial hold will not be given graduation materials until the hold is removed. Please remember to bring your PC ID.
May 14-18: Senior Week- Please contact the Office of Student Activities with questions regarding activities
May 18: 4 p.m. ROTC Commissioning, War Memorial Grotto
May 19: 11 a.m. Honors Awards Ceremony, Peterson Recreation Center
May 19: 4 p.m. Commencement Mass, Peterson Recreation Center
May 20: 11 a.m. Commencement, Procession begins at 10:30 a.m., Dunkin Donuts Center, Downtown Providence