COMMENCEMENT 2009

It's that time of year - Graduation! Inside this issue, there is important information for the Graduate and Undergraduate Commencement Ceremonies. Please take time to view the necessary steps in order to ensure where graduates and their guests should be for the ceremony. This year we are proud to announce more than 680 graduate students and 50 undergraduate adult students graduating through the College of Graduate & Continuing Education.

If you need any further information, please call the Registrar’s office for the undergraduate ceremony at 570-941-7721 or Marianne Black for the graduate ceremony at 941-6300.

Registration Reminder—On Campus Students

You can now register for the Summer and Fall 2009 Terms. Adult undergraduate students must meet with their advisor to attain a PIN when registering for class. Graduate students must meet with their mentor to attain a PIN when registering for class. The special registration PIN number enables students to register online through MyScranton.

Click on This Link to Directly Access the Academic Calendar and Web Registration:
http://matrix.scranton.edu/academics/ac_ro_courseinfo.shtml

GCESO Election Results

The on-campus Graduate and Continuing Education Student Organization is excited to announce its elected officers.

President—Joan Marie Cataudella
Vice President—Kevin Whelley
Secretary—Jen Volpe
Treasurer—Lynn Gavin

Thank you to everyone who voted and participated in our election. If anyone (graduate or undergraduate) would like to join one of the committees or further work with our new student government, please contact the moderator, Virginia Egan, at eganv2@scranton.edu

Check out the student government’s wiki at http://gceso.pbwiki.com
Alpha Sigma Lambda

The College of Graduate and Continuing Education would like to congratulate the new members of Alpha Sigma Lambda. A ceremony for the inducted members was held on Sunday, March 29 2009. This honor society recognizes the academic excellence of part-time and full-time undergraduate students. Professor Edward Warner, Chair of the Communications Dept., was the invited guest speaker for the ceremony. Current members of ASL, Joan Marie Cataudella, Behany A. Purdy, Jeanne Thallmayer, and Karen Waldeck presented the new inductees with their membership. The new members of ASL are: Lee D. Ashlin, Kara Marie Dale, Michael J. Farley, Audrey A. Felter, James J. Franceschelli, Nicole Marie Furch, Kiley R. Gunderman, Denise M. Jacoby-Smith, Erin Maguire, Lucille A. Morris, Mary Beth Pasqualicchio, Michele Lena Wrazien, William J. Zupon.

Alpha Sigma Lambda was established in 1945-46 to honor superior scholarship and leadership in Adult Students. This is a prestigious organization that recognizes the special achievements of adults who accomplish academic excellence while facing competing interests of family, community, and work. Members are selected only from the highest 10% of the class who have 24 graded credits and are matriculated in an undergraduate degree program. Those selected must have a minimum G.P.A. of 3.2.

Alpha Sigma Nu

The College of Graduate and Continuing Education would like to congratulate the new members of Alpha Sigma Nu. A ceremony for the inducted members was held on Sunday, March 29 2009. Alpha Sigma Nu is the honor society of Jesuit institutions of higher education. The society was founded in 1915 at Marquette University to honor a select number of students each year on the basis of scholarship, loyalty and service. The new members of ASN within the College of Graduate and Continuing Education are: Caitlyn M. Beasley, Candace M. Dexheimer, Brian J. Loughney, Donna M. Rupp, Casey M. Thran, and Sarah L. Wodder.

Bookstore Hours—Important for Commencement

Academic attire can be picked up at the Bookstore in the DeNaples Center.

Normal Bookstore hours:
- Monday—Thursday: 9:00am—7:00pm
- Friday: 9:00am—4:30pm
- Saturday: 10:00am—3:00pm

Bookstore hours for Senior Week (May 25-30, 2009)
- Monday—Thursday: 9:00am—5:00pm
- Friday: 9:00am—4:30pm
- Saturday: 8:00am—7:00pm
Undergraduate Commencement 2009

Reporting to the Appropriate Place
Graduates should enter the East Gate at the Wachovia Arena by 11:00am wearing academic attire. Aside from the placement card, please do not bring any personal items. Water will be available for graduates. Concessions will be open for guests as well for light snacks. Guests may enter through the West or East Gates.

Participating in Commencement
You will need to have your placement card in order to line up at the Arena. Placement cards for CGCE STUDENTS will be mailed to them during the week of May 24, 2009. The cards will be numbered showing your position in the line of the march for the commencement procession, your place in the printed program, and the order in which you will receive your diploma.

Academic Attire
All graduates must wear the proper academic attire:
- Caps, gowns, hoods for Commencement

Distribution of academic attire will take place at the University Bookstore in the DeNaples Center. The charge for the academic attire is included in the graduation fee.

If you are a graduate candidate with special needs to access the stage, please contact Mary Clare Brill at (570)941-4330.

Receiving Your Diploma
The Dean of each college announces the names of the graduates in alphabetical order by college and degree. Make sure you have your placement card. Follow the directions of the marshals as you approach the stage to receive your diploma. You will ascend the stage on the right, receive a scroll from the president and exit the stage on the left. As you exit the stage, you will receive your diploma near the bottom of the steps.

FOR MORE INFORMATION ON COMMENCEMENT, GO TO http://web2.scranton.edu/commencement

All debts must be satisfied by Noon on Friday, May 29 or your diploma will not be in the diploma envelope that you will receive at commencement.
Reporting to the Appropriate Place
Graduates should report to St. Thomas Hall by 9:45 am on Saturday, May 30 2009. Signs will be posted at the entrances directing graduates to their assigned classroom for robing. Aside from your placement card and academic attire, please do not bring any other personal items. Graduates will line up in St. Thomas Hall and process up the Commons to the Byron Center for the Commencement Ceremony. Follow the directions of the marshals and student ambassadors at all times. Guests should go directly to the Byron Center.

Participating in Commencement
You will need to have your placement card in order to line up in St. Thomas Hall. Placement cards for Master’s and Doctoral candidates will be mailed by May 20, 2009. The cards will be numbered showing your position in the line of the march for the commencement procession, your place in the printed program, and the order in which you will receive your diploma.

Academic Attire
All graduates must wear the proper academic attire:
- Caps, gowns, hoods for Commencement

Distribution of academic attire will take place at the University Bookstore in the DeNaples Center. The charge for the academic attire is included in the graduation fee. On the day of Commencement, the Bookstore will open at 8:00am.

Diplomas and Hooding
The Dean of CGCE will announce the names of the graduates in alphabetical order by degree. Doctoral degree recipients will ascend the stage on the right, proceed to center stage to receive a scroll from the president, continue across the stage to be hooded, and exit the stage on the left. Master’s degree recipients will ascend the stage on the right, proceed to center stage to receive a scroll from the president, and exit the stage on the left. Follow the directions of the marshals at all times. As candidates exit the stage, they will receive their diplomas. Students who completed their degree programs on August 31, 2008 or December 31, 2008 were mailed their diplomas. These students will receive diploma covers at the commencement ceremony.

Reception
A casual reception for all Master’s and Doctoral degree recipients and their guests will be held on the Alumni Green directly following the Graduate Commencement Ceremony. It is open to graduates, faculty, and guests. No RSVP is required.

Scranton Education Online Students (SEOL)

At the reception on the Alumni Green following Saturday’s graduate commencement, look for a sign indicating Scranton Education Online to meet your fellow online students. Also be sure to look for faculty with a purple flower to indicate the staff of SEOL within the College of Graduate and Continuing Education. We look forward to seeing you at commencement!

FOR MORE INFORMATION ON COMMENCEMENT, GO TO http://web2.scranton.edu/commencement
Mailing Caps and Gowns for Commencement

If any student (undergraduate and graduate) would like to have their cap and gown mailed to their home address (U.S. address only), please send a written request with a check for $5.00 to cover shipping and handling to:

The University of Scranton
DeNaples Center
900 Mulberry Street
Scranton, PA 18503

Be sure to include your height and weight as well as your name and address.

If you need your cap and gown sent to an address outside the United States, please contact the Bookstore Manager at (570)941-7454.

Videotaping and Photographing at Commencement Ceremonies

Photographs

Graduate Ceremony—Chappell Graduation Images will photograph doctoral candidates three times: approaching the stage; receiving the diploma; and being hooded. Master's candidates will be photographed twice: approaching the stage and receiving the diploma.

Undergraduate Ceremony—Chappell Graduation Images will photograph undergraduate candidates three times: once as they stand in line to approach the stage; once at the bottom of the stage in front of the banner; and once as they receive the diploma.

Within 5-7 days, proofs will be mailed to the graduate's home address. Enlargements can be ordered at www.chappell.com or call 1-800-424-3686.

Videotaping

VHS tapes or DVDs of the Graduate and Undergraduate Commencement Ceremonies and the Baccalaureate Mass can be purchased from the Office of Instructional Technologies for $15.00 each.

Baccalaureate Mass

All graduate and undergraduate students are invited to attend the Baccalaureate Mass on Saturday, May 30 (following the graduate commencement). For graduate students, robing will take place prior to the Mass in St. Thomas Hall in rooms 462, 463, and 465. For undergraduate CGCE students, robing will take place in St. Thomas 316.

Please follow the directions of the marshals and ambassadors who will organize the line of march from St. Thomas to the Byron Center. For Mass, you will only need your robe. Do NOT bring your hood or cap. Also, please do not bring any personal items.
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* Online applications can be found at http://academic.scranton.edu/department/gradsch/forms-brochures.html

** Students will be notified of results approximately two weeks after the examination.

*** Students will receive a degree conferral letter approximately 10 days to two weeks after the degree conferral date.

****Diplomas are awarded twice a year; in January for those who completed in August or December and in May at commencement. For those not attending, diplomas will be mailed approximately one month later.

*****Practicum Planning Guide can be downloaded from http://www.uscranton.com/degrees_MS_edadmin_cour.asp
REFERENCE GUIDE TO
THE COLLEGE OF GRADUATE AND CONTINUING EDUCATION

The College of Graduate and Continuing Education (CGCE) is dedicated to serving adult students interested or involved in adult undergraduate or graduate credit programming, or professional development non-credit programming. For greatest efficiency, CGCE has combined various office functions. The five units within the College are briefly described below with contact information for your convenience. CGCE is located on the first and second floors of O’Hara Hall.

Dean’s Office
The Dean’s Office coordinates activities of all units within the college, works with faculty, staff and students in the area of program development and program management and interacts with the community and others concerning programming initiatives. This office is responsible for determining resolution of policy issues and facilitating communication among the academic departments and units enrolling and/or working with graduate students, adult undergraduate students and professional development client issues. The Dean’s Office manages the graduate assistantship program and commencement activities.

Dean: Jeffrey Welsh 941-6300 welshw2@scranton.edu
Dean’s Secretary: Marianne Black 941-6300 blackm2@scranton.edu

Admissions and Recruitment (570) 941-7600
The Office of Admissions and Recruitment is dedicated to identifying prospective adult undergraduates, on-campus graduate students, as well as high school scholars who are interested in The University of Scranton. This office is also responsible for the recruitment of all international students. Through marketing research, advertising activities and in-person consultations, the staff is committed to recruiting and admitting excellent students.

Director/Assistant Dean: James Goonan 941-6304 goonanj1@scranton.edu
Assistant Director: Jeanne Ruane 941-4285 ruanej2@scranton.edu
Admission Clerk: Lucy Grissinger 941-7600 grissingerl2@scranton.edu
Admission Clerk: Carmen Sheridan 941-5813 sheridancl1@scranton.edu

Student Services and Advising (570) 941-7580
The Office of Student Services and Advising is responsible for managing all functions in matters relating to graduate and adult undergraduate degrees; credit certification programs; non-traditional student advising, registration and academic progress; and adult student support services. In addition, this office serves all visiting students, senior audits, and High School Scholars.

Assistant Dean: Meg Cullen-Brown 941-6379 cullenbrowmn2@scranton.edu
Advisor: Philip Yevics 941-6631 yevicsp2@scranton.edu
Advisor: Ginger Egan 941-4932 eganv2@scranton.edu
Records Analyst: Mary Ann Kuzdro 941-7601 kuzdrom1@scranton.edu
Secretary: Sheila Strickland 941-4509 stricklands3@scranton.edu
Clerk Receptionist: Elsa Williams 941-7600 williamses6@scranton.edu

Online and Off Campus Programming (570) 941-4260
The Office of Online and Off Campus Programming coordinates and supports activities involving all graduate online and off campus programming. These include the Scranton Education Online Program, the transition Doctor of Physical Therapy, the online MBA degree program and the Human Resources degree program.

Assistant Dean: Regina Bennett 941-4281 bennettt1@scranton.edu
Assistant Director SEOL: George Jones 941-4286 jonesg5@scranton.edu
Clinical Practice Director SEOL: Ivan Shibley 941-6376 shibley3@scranton.edu
Secretary SEOL: Dolores Rozelle 941-5948 rozelled2@scranton.edu
MBA/HR online Admissions Clerk: Adam Szydlowski 941-5913 szydlowski2@scranton.edu
Admissions Clerk SEOL: Theresa Borgia 941-5922 borgeiat2@scranton.edu
Secretary to Asst. Dean: Kara Dale 941-5915 dalek2@scranton.edu

Professional Training and Development (570) 941-7582
The Center for Professional Training and Development is committed to providing training and education program that are affordable, accessible and high quality. CPTD provides a wide range of programs and workshops to meet ever-changing needs of employers, employees and students in our region; The Center offers state-of-the-art technical training and education, professional development and customized program and training.

Director: Michele Davis 941-7582 davism6@scranton.edu
Administrative Assistant: Susan Falbo 941-7582 falbos1@scranton.edu
Secretary: JoAnn Pane 941-7582 panej2@scranton.edu
Instructors: Richard Walsh 941-7582 walshr3@scranton.edu
Jack Williams 941-7582 williamsj4@scranton.edu
Tell us about it!
If there is something you’d like to see posted in this newsletter, don’t hesitate to tell us about it. Send us your comments and suggestions to help us inform you of what you would like to know about. Contact at simkoe2@scranton.edu

Useful links:

All Downloadable Forms & Brochures
http://academic.scranton.edu/department/gradsch/forms-brochures.html

Application for Degree
http://lynx.scranton.edu/commencement/gdegree.html

Scranton Education Online Application for Degree
http://lynx.scranton.edu/commencement/gdegree-online.shtml

Employer Deferment Form
http://matrix.scranton.edu/docs/gs-comprehensive-examination-oncampus.pdf

Graduate Credit Transfer Recommendation
http://matrix.scranton.edu/pdf/gs-credit-transfer-recommendation.pdf

Registrar’s Office
http://matrix.scranton.edu/academics/ac_ro.shtml

Schedule Change Form for on Campus Programs Only

Student Address Correction Form
https://lynx.scranton.edu/forms/sacf.pdf

Transcript Request
http://matrix.scranton.edu/academics/ac_ro_transcript.shtml

On Campus Student Application for Comprehensive Examination
http://matrix.scranton.edu/docs/gs-comprehensive-examination-oncampus.pdf

SEOL Student Application for Comprehensive Examination
https://lynx.scranton.edu/forms/comprehensive-examination.html