

Millersville University

SEIZE THE OPPORTUNITY

MEMO TO: University Administration, Faculty and Staff

FROM: Commencement Committee

SUBJECT: December Commencement, 2008

You are cordially invited to attend the Fall Commencement exercises at Millersville University on **Sunday December 14, 2008, at 2:00 p.m., in Pucillo Gymnasium.**

Rehearsal for those participating in the ceremony will be held on Friday December 12, at 4:00 p.m., in Pucillo Gymnasium.

The alternate satellite viewing site is at the Student Memorial Center's Reighard Multipurpose Room. This facility will provide comfortable seating especially for persons with special needs and families with small children. In addition, the ceremony will be web-cast for friends and relatives who are unable to attend the ceremony on campus. A CD/video of the ceremony will also be available for a nominal cost.

On Monday October 13, 2008, 3:00-6:00 p.m., a representative from Oak Hall Industries (Academic Regalia) will assist faculty and students who would like to purchase their own cap, gown, hood and tassel in the Student Memorial Center's Reighard Multipurpose Room. **Orders placed by faculty on this date during this time will be discounted 10%. A payment plan is available of 50% down for purchased regalia with the balance due upon delivery to you. Victoria Fry will email you when your regalia arrives.** Because of the production time necessary to fill custom orders, **October 17 is the order deadline for regalia purchased OR rented for the December 2008 graduation.** Rental orders will also be accepted during this one day event on October 13, or you may have your measurements taken at the University Store (please see Victoria Fry or call 871.2117; email vfry@ssi.millersville.edu). **Deadline for rental orders is October 17. University Store hours are Monday-Friday 8:30 a.m.-4:30 p.m.**

Please note: Due to late fees imposed on the University Store by the cap/gown company, any late rental or purchase orders will be surcharged an additional \$25 minimum for placement of any late order.

Rental Fees:

Doctoral Unit (including tam with gold metallic tassel)	\$72.00
Doctoral Unit (without tam and tassel)	\$62.00
Master Unit	\$56.00
Bachelor Unit	\$54.00

The MU Alumni Association, Career Services, and the University Store, as part of the Alum From Day One initiative, will be hosting GradFest on Monday October 13, from 3:00–6:00 p.m., in the Student Memorial Center Multipurpose Room. All December graduates are invited to attend this celebration. Visit with members of the Alumni Association, spin the prize wheel, order caps, gowns, class rings, invitations and enjoy some goodies. Invitations will be sent to all December graduates later in the semester.

Further details and announcements for the December graduation ceremonies will be sent to you in late October. You may wish to visit the University's website (www.millersville.edu/~commence) for updated information as we approach the commencement date.