



2017 Commencement Details

The University of Pennsylvania, School of Design extends its congratulations to our 2016-17 graduating students and their families on this festive occasion. Below is everything you need to know for this year's commencement ceremonies. If you have any questions, concerns or require additional information please contact our office directly (email: registrar@design.upenn.edu, phone: 215-898-6210 or in person in 110 Meyerson Hall). Enjoy!

Important Dates

- February 24th: PennDesign [Graduation Application](#) Deadline
- March 15th – March 17th : Graduation Fair at the PennBookstore (*purchase your academic regalia*)
- May 12th: 5:30pm to 9pm Alumni BBQ/Happy Hour and Year End Show
- May 14th: 4pm PennDesign Awards Ceremony
- May 15th: 261st University of Pennsylvania Commencement Ceremony
- May 15th: PennDesign Graduation Ceremony
- May 16th – June 29th: Certificates for spring graduates will be available for pick-up at the PennDesign Registrar's Office (*110 Meyerson Hall*).
- July 30th: Certificates not picked up will be mailed to spring graduates.
- August 2017: Diplomas mailed to spring graduates

Commencement Festivities

PennDesign celebrates its graduates and the successful end to the 2016-17 academic year throughout Alumni and Commencement weekend. The festivities begin at 5:30pm on Friday, May 12th with the ***Alumni BBQ/Happy Hour and Year End Show*** in Meyerson Plaza and the Lower Gallery. This event is open to the entire PennDesign community.

PennDesign Awards Ceremony: PennDesign will recognize the exceptional work of its faculty, staff and students during the awards ceremony on Sunday, May 14th at 4:00pm on Furness Plaza. A light reception will follow in the Lower Gallery. This event is open to the entire PennDesign community. Academic regalia is **NOT** required for this event. Award recipients should arrive no later than 3:30pm and will be directed by their department coordinators. The ceremony order is Historic Preservation, Landscape Architecture, Fine Arts, City and Regional Planning and Architecture.

261st University of Pennsylvania Commencement Ceremony: The University will celebrate its 261st Commencement ceremony on Monday, May 15th in Franklin Field located at 33rd and Second Streets. **Tickets are not required** and there is no limit to the number of guests per student who may attend. The gates to the field open at 8:30am for guest seating. Degree candidates will assemble in Hamilton Village (Superblock), 39th and Locust Walk no later than 8:45am. Academic regalia **IS** required for this event. For detailed information, including inclement weather procedures, please visit the University Commencement ceremony website: <http://www.upenn.edu/commencement/>.



PennDesign Graduation Ceremony: PennDesign's graduation ceremony follows the University Commencement. There will be a luncheon for graduates and their guests beginning at 12noon in Meyerson Hall. **TICKETS ARE NOT REQUIRED.** Graduates are asked to bring no more than 4-6 guests to the ceremony due to space constraints. The ceremony is held outside on Furness Plaza and will begin at approximately 1:30pm. Graduates should assemble in Meyerson Hall B1 no later than 1:15pm to line up for the school ceremony procession. Academic regalia **IS** required for this event. Your department coordinators will line you up in alphabetical order for the ceremony. Dual degree students will line up in one group and will be recognized for their accomplishments in two programs. Brianna Sidorick-Potts and Joseph Tripodi from the PennDesign Student Services Office are responsible for lining up dual degree students for the ceremony. Stand alone certificate students will line up with their academic department. The ceremony order by departments is: Dual Degrees, Architecture, Environmental Building Design, City and Regional Planning, Urban Spatial Analytics, Fine Arts, Historic Preservation and Landscape Architecture followed by our doctoral graduates. Doctoral graduates are presented with their hood by their dissertation advisor.

- 12noon PennDesign Luncheon for graduates and guests in Meyerson Hall
- 12:40pm Graduates announcement to meet in B1
- 12:45pm Graduates assemble in Meyerson Hall B1
- 1:00pm Procession from Meyerson Hall to Furness Plaza
- 1:30pm PennDesign graduation ceremony begins and will end at approximately 3:30pm
- 3:30pm Reception for graduates and guests in Meyerson Hall

Seating for guests with disabilities: there are two distinct processes for our guests with disabilities, one for the University ceremony in Franklin Field and one for the PennDesign ceremony. Instructions for the University ceremony are [online](#). For the PennDesign ceremony, please send your request to registrar@design.upenn.edu no later than May 1st. Please include all relevant details in your email. We will provide a seat for your guest and three family members. Seating for your guests will be clearly marked in a designated area with your family name. *Please note that we are unable to provide wheelchairs for your guests.*

International student guests: Students who are in need of a formal invitation letter for Commencement should request the letter through the iPenn system: <https://www.ipenn.oip.upenn.edu/>. Once you log in to iPenn, click the 'Student Services' menu on the left side of the page and select 'Invitation Letter Request'; fill out all of the necessary information on the request form and click 'Submit'. An International Student and Scholar Services (ISSS) representative will email you once the letter has been prepared and is ready for pick up. If you have any questions about this process, please contact the ISSS office: <http://global.upenn.edu/iss>. Note: if you completed your degree program in the summer or fall of 2016, please contact registrar@design.upenn.edu directly for assistance. ***ISSS will provide letters to current students only. Graduates must contact our office for assistance.***

Commencement announcements: the University provides eight Commencement announcement cards and envelopes for each graduating student for mailing to family and friends. Graduates can pick-up their announcement cards in the PennDesign Registrar's Office in 110 Meyerson Hall from 9-5pm beginning on March 30th. If you are unable to come to campus and would like us to send your announcement cards by mail, please contact us by email at registrar@design.upenn.edu.



Academic Regalia: graduating students purchase and receive their Commencement regalia at the [PennBookstore](#) during the Graduation Fair (March 15th – March 17th). If you miss(ed) the Graduation Fair, please call the PennBookstore at 215-898-7595 to order your regalia. Hood colors vary by degree program:

- Dark Blue: Ph.D. Architecture and Ph.D. City and Regional Planning
- Golden Yellow: Master of Science in Architecture, Master of Science in Design and Master of Science in Historic Preservation
- Brown: Master of Architecture, Master of City and Regional Planning, Master of Environmental Building Design, Master of Fine Arts, Master of Landscape Architecture, Master of Urban Spatial Analytics and Stand Alone certificates.

Diploma and certificate distribution: diplomas and certificates will **NOT** be distributed at the PennDesign commencement ceremony. Diplomas are mailed by the University Secretary's office in early to mid-July to the permanent address listed in PennInTouch, unless a different address is specified in the "Temporary Address Field," effective from June 1 – July 15th. International diplomas are sent via first-class mail and can take up to eight weeks for delivery. International students who are planning to stay in the U.S. through July 15th should designate a temporary U.S. address in PennInTouch or contact the Diploma Coordinator to arrange for pick-up, no later than June 1st. Additional information is available on line at: <http://www.upenn.edu/commencement/partic/diploma.html>. Certificates are distributed by PennDesign and will be available for pick-up beginning May 16th. Certificates **CANNOT** be picked up on May 15th. Certificates that are not picked up by June 29th will be sent by mail. Graduates are strongly encouraged to update their PennInTouch address information to ensure their diploma/certificate will be sent to the correct address.

Official transcripts: official transcripts can be requested electronically, by mail or in person through the University Registrar's Office located at 3451 Walnut Street, Room 221 Franklin Building. Official transcripts for spring 2017 graduates will be available beginning May 16th. Graduates are strongly encouraged to review their official transcript online via PennInTouch to confirm that their graduation has been posted prior to ordering an official transcript. PennDesign spring 2017 graduation will be posted May 13th and 14th. If your graduation has not been posted, please contact the PennDesign Registrar (registrar@design.upenn.edu) directly for assistance. Details on how to order and the cost of an official transcript are available online at: <http://www.upenn.edu/registrar/student-services/transcripts.html>.

Account Balance: Please note that graduates with an account balance with the University will have a hold placed on their record and will not receive their diploma/certificate and/or an official transcript until their balance and hold have been rectified. Many charges, specifically print related charges are applied to your account after graduation. As a result we strongly encourage that you review your account balance regularly and pay it in full no later than June 15th to ensure that there is no delay in receiving your diploma/certificate.

On behalf of the PennDesign community, congratulations! We are excited for you and look forward to celebrating your accomplishments. As always if you have any questions, concerns or require additional information regarding commencement please do not hesitate to contact us (registrar@design.upenn.edu).

