



## 2018 Commencement Details

*The University of Pennsylvania School of Design extends its congratulations to our 2017-18 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](mailto:registrar@design.upenn.edu), phone: 215-898-6210 or in person in 110 Meyerson Hall). Enjoy!*

### Important Dates

- Wednesday, March 21<sup>st</sup>, Thursday, March 22<sup>nd</sup> and Friday, March 23<sup>rd</sup>: Graduation Fair at the Penn Bookstore (*purchase your academic regalia*)
- Friday, May 11<sup>th</sup>: PennDesign Alumni BBQ/Happy Hour and Year End Show
- Saturday, May 12<sup>th</sup>: PennDesign Awards Ceremony
- Sunday, May 13<sup>th</sup>: PennDesign Graduation Ceremony
- Monday, May 14<sup>th</sup>: 262<sup>nd</sup> University of Pennsylvania Commencement Ceremony
- Monday, May 21<sup>st</sup> – Friday, June 29<sup>th</sup>: Certificates for spring graduates will be available for pick-up at the PennDesign Registrar's Office (*110 Meyerson Hall*).
- Monday, July 2<sup>nd</sup>: Certificates not picked up will be mailed to spring graduates.
- July 2018: Diplomas mailed to spring graduates

### Commencement Festivities

PennDesign celebrates its graduates and the successful end to the 2017-18 academic year throughout Alumni and Commencement weekend. The festivities begin at 5:30pm on Friday, May 11<sup>th</sup> 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 students, faculty and staff during the awards ceremony on Saturday, May 12<sup>th</sup> from 3-5pm in Meyerson Hall B1. A light reception from 5-7pm 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 2:30pm and will be directed by their department coordinators. The ceremony order is Historic Preservation, Landscape Architecture, Fine Arts, City and Regional Planning and Architecture.

***PennDesign Graduation Ceremony***: PennDesign's graduation ceremony is being held on Sunday, May 13<sup>th</sup> from 6-8pm in Irvine Auditorium. There will be a light reception for graduates and their guests before the ceremony in Meyerson Hall from 4:30-5:30pm.



**Tickets:** Each graduating student will be allotted four (4) tickets to distribute to their guests. All guests planning to attend the ceremony must have a valid ticket to gain entry. **Graduating students are not required to have a ticket.** Graduates will receive an invitation by email on March 1<sup>st</sup> to order their tickets. To order tickets the graduate must log on to [www.eventbrite.com](http://www.eventbrite.com). Guests cannot order their tickets, this must be done by the graduate. Using the drop box select the number of tickets you want (no more than 4 will be permitted). There is no charge for the tickets. Once you have made your selection please hit the submit button located on the bottom. Once you have confirmed your tickets please print them and keep them in a safe place until the big day. Anyone without a valid ticket will not be permitted to enter the ceremony. If you have questions or have difficulties ordering and printing your tickets, please contact Joe Tripodi at [tripodi@design.upenn.edu](mailto:tripodi@design.upenn.edu).

**Ceremony:** Graduates should assemble in Meyerson Hall B1 no later than 5:30pm 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. Joe Tripodi from the PennDesign Student Services Office is responsible for lining up dual degree students for the ceremony. Stand-alone certificate students will line up with their academic department. The ceremony order 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.

- 4:30-5:30pm Light Reception for graduates and guests in Meyerson Hall
- 5:30pm Graduates assemble in Meyerson Hall B1
- 5:50pm Procession from Meyerson Hall to Furness Plaza
- 6:00pm PennDesign graduation ceremony begins and will end at approximately 8:00pm

**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](mailto:registrar@design.upenn.edu) no later than May 1<sup>st</sup>. 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 2017, please contact [registrar@design.upenn.edu](mailto: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 Office of Student Services in 110 Meyerson Hall from 9am-5pm beginning on April 2<sup>nd</sup>. 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](mailto:registrar@design.upenn.edu).

**262<sup>nd</sup> University of Pennsylvania Commencement Ceremony:** The University will celebrate its 262<sup>nd</sup> Commencement ceremony on Monday, May 14<sup>th</sup> in Franklin Field located at 33<sup>rd</sup> and Second Streets. Academic regalia **IS** required for this event. **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), 39<sup>th</sup> and Locust Walk no later than 8:45am. For detailed information, including inclement weather procedures, please visit the University Commencement ceremony website: <http://www.upenn.edu/commencement/>.

**Academic Regalia:** Graduating students purchase and receive their Commencement regalia at the [PennBookstore](#) during the Graduation Fair (**MARCH 21<sup>ST</sup> – MARCH 23<sup>RD</sup>**). 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.

**Spring 2018 Diploma and certificate distribution:** Diplomas and certificates will **NOT** be distributed at the PennDesign graduation 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 15<sup>th</sup>. 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 15<sup>th</sup> should designate a temporary U.S. address in PennInTouch or contact the Diploma Coordinator to arrange for pick up, no later than June 1<sup>st</sup>. Additional information is available on line at: <http://www.upenn.edu/commencement/partic/diploma.html>.

Spring 2018 certificates are distributed by PennDesign and will be available for pick up beginning May 21<sup>st</sup>. Certificates that are not picked up by June 29<sup>th</sup> 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 2018 graduates will be available beginning May 15<sup>th</sup>. 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 2018 graduation will be posted May 12-14<sup>th</sup>. If your graduation has not been posted, please contact the PennDesign Registrar ([registrar@design.upenn.edu](mailto: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 printing 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 15<sup>th</sup> to ensure that there is no delay in receiving your diploma/certificate.

**Design Email:** Spring 2018 expected graduates, your PennDesign email account will expire on September 15, 2018, and messages sent to that address after that date will not be received. Please take this time to back up your emails, contacts, OneDrive data and other content, and to notify your contacts. You may also want to set an automatic reply to inform people of your email address change automatically.

Please see the following Tips & Tricks for instructions: <https://www.design.upenn.edu/student-email>.

Once your graduation is posted, you will have the option to set up a new, full-fledged Quaker Gmail account @alumni.upenn.edu through the Department of Alumni Relations. Please note that PennDesign IT is not the administrator of Quaker Gmail accounts, so if you need assistance, please refer to the FAQ and contact info here: <http://www.alumni.upenn.edu/quakergmail>

- Instructions for activating this account: Go to <http://www.alumni.upenn.edu/getgmail>
- You will need to log in using PennKey username and password, and fill out a short form.
- Your first name and last name will be pre-populated. There is an empty field to select the email alias.
- Once you click submit, you will be sent an automated email with the activation link to create your account.

*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](mailto:registrar@design.upenn.edu)).*

