

# HILBERT COLLEGE

OFFICE OF THE PROVOST AND  
VICE PRESIDENT FOR ACADEMIC AFFAIRS

February 2018

Dear Graduates of 2018:

Commencement is an exciting day for Hilbert College, the graduates, their friends and family. **Please review all the information in this letter carefully.** A separate summary is provided for your convenience. This information is also available on the website at <http://www.hilbert.edu/commencement>.

The day's events on Saturday, May 12<sup>th</sup> will begin at 9:30 a.m. with the Baccalaureate Mass in Swan Auditorium, 5200 South Park Ave., Hamburg. Students should meet in Room 216 in Paczesny Hall to be robed no later than 9:00 a.m.

A brunch for students, family, faculty and staff will be held on campus in the Hafner Athletic Center from 10:30 a.m. until noon. Tickets for the brunch will be available to purchase at the Grad Fair on March 21<sup>st</sup> and through the president's office in Franciscan Hall. Tickets must be purchased by May 4<sup>th</sup>. An order form for brunch tickets is enclosed. **Tickets will not be available at the door.**

The commencement exercise will be held at the Wesleyan Church of Hamburg at S 4999 McKinley Parkway, Hamburg. The formal program **will begin promptly at 1:00 p.m.** and will last approximately one and one-half hours. Students arriving after 12:30 p.m. **WILL NOT** be allowed to participate in Commencement. The President's Reception for you and your guests will follow immediately in the atrium of the church.

There is a limited number of invitations available to each graduate. Please take special note of the following information with regard to invitations:

In order to ensure that all graduates and their families are able to equally participate in the commencement ceremony on May 12<sup>th</sup>, each graduate will be eligible for up to **six** invitations. Invitations for the ceremony will be distributed beginning **March 21<sup>st</sup> at the Grad Fair between 2:00 p.m. – 6:00 p.m.** Students unable to attend the Grad Fair can pick up invitations in the registrar's office **Monday – Friday 8:30 a.m. – 4:30 p.m. beginning March 22<sup>nd</sup>.** Each guest, including children, will need an invitation to gain entrance to the ceremony.

While we understand that this may limit the number of guests that some graduates are able to have in attendance, it is the only way to ensure that the guests of all students are fairly accommodated.

In addition to these instructions, I ask you to follow these directions in order to ensure that this day goes as planned:

- If you are attending the Baccalaureate Mass, please dress in your gown and meet in Paczesny Hall, Room 216 at 9:00 a.m. to line up to process to the Auditorium. Caps are not worn to the Mass.
- For commencement, arrive at the Wesleyan Church no later than 12:15 p.m. Following the directions of the ushers, please proceed to the robing area. Go to the area in that room that is marked by your academic major.
- Dress in cap and gown and await your final instructions related to the ceremony. By 12:45 p.m. the procession of graduates will leave the gathering space for the auditorium. Students arriving after 12:30 **will not** participate in commencement.

Leave all valuables, jackets, etc., with relatives or friends. Please leave all cell phones, and electronic devices with relatives or friends or simply leave them at home. **No personal items should be left in the gathering room.**

- Please follow all posted rules with regard to smoking on the church grounds. Obviously, there is no smoking allowed inside the building itself.
- Doors to the auditorium will open at 11:45 a.m. for family and guests.

If you have any questions related to Commencement 2018, please contact either the Office of Academic Affairs, (716) 926-8773 with reference to academic matters or the Registrar's Office at (716) 926-8942 with reference to invitations.

Thank you for your cooperation; I am looking forward to celebrating your Commencement with you.

Sincerely,

Kristina Lantzky-Eaton, Ph.D.  
Provost and Vice President for Academic Affairs