



SCHOOL OF SOCIAL WORK

UNIVERSITY OF MICHIGAN



Spring 2014 SSW Commencement



SATURDAY, MAY 3, 2014

1:00 p.m.

POWER CENTER

(corner of Huron Street and Fletcher)

There is no rehearsal. It is important that graduates plan to arrive at the Power Center between 12 noon and 12:15 p.m. to receive instructions and be assembled in ample time for the procession. Upon arrival at the Power Center go to the Rehearsal Hall, which is past the reception counter to the right and up the stairs. This is where you will gather to robe, complete a name card for the announcement of your name, as well as one for the photographer's use, get instructions on where to go for the group photo, and to assemble in alphabetical order for the procession. Tickets are not required for the SSW ceremony.

The entrance doors to the Power Center will not be open until 12:00 noon and seating for guests will begin at 12:15 p.m. Guest seating will be on the main floor, as well as in the balcony. Should your guests need assistance/direction with seating, please have them speak with one of the ushers. Approximate length of program/ceremony: 1 hour and 30 minutes. Graduates should **not** wear their Masters hood. Hoods should be carried over the left arm. As part of the ceremony, you will be "hooded" (the Masters hood placed over your head) by one of our Hooders. Your tassel should be on the right. The Marshals will give you further instructions and assemble you for the procession. Plan to leave any valuables with family and/or friends prior to the ceremony.

NOTE: *Please inform family and friends to remain seated in the auditorium until after the recessional and the platform party, faculty and all of the graduates have exited the auditorium. After the ceremony, you should plan to have your family and friends meet you at a designated area in the main lobby away from the doors to the auditorium so that guests can exit the auditorium in a timely manner.*

SSW RECEPTION: Light refreshments will be provided in the lobby of the Power Center immediately following the ceremony.

UNIVERSITY COMMENCEMENT CEREMONY: Saturday, May 3, 2014 at 10:00 a.m., Michigan Stadium

The University Spring Commencement is a University-wide ceremony for all graduates focusing on undergraduates. The University's honorary degrees and undergraduate degrees are conferred at this program. The graduate procession will begin promptly at 8:45 a.m., with the program beginning at 10:00 a.m. and concluding at approximately 11:45 a.m. We encourage MSW graduates to attend. However, note that **tickets are required**. For additional information, please visit commencement.umich.edu/.

GRADUATION APPLICATION/APPLY FOR GRADUATION: If you haven't already completed your graduation application via Wolverine Access, you should do so **immediately** by logging into Wolverine Access - click on Student Business and then click on "Apply for Graduation" and follow the instructions.

GRADUATION ATTIRE: All degree candidates who participate in Commencement must wear academic attire. Academic attire is available for purchase from the following local bookstores:

Barnes and Noble
@ U-M Michigan Union
530 South State Street
(734) 995-8877

Ulrich's Bookstore
549 East University Avenue
(734) 662-3201

Graduation attire consists of a Masters gown, Masters hood, cap & tassel at a cost of approximately \$80 for the complete set. Items may also be purchased separately. The Masters gown has a different sleeve style than the bachelor's gown. The hood is an academic cowl worn by master and doctoral graduates. If you have a black mortarboard cap of your own, it is acceptable to wear. The colors of the hood & tassel differ based on the particular college/school within the University. *Be sure to ask for the "Social Work" hood and tassel.* The color of the tassel is "citron."

The Office of Student Services has a limited number of caps, gowns and hoods that have been donated by previous graduates for students to borrow. **Beginning Monday, April 7th**, graduates may stop by the Office of Student Services, Room 1748 SSWB, to borrow attire on a first-come first-served basis. NOTE: Students will need to purchase their own tassel, as we do not have these available to borrow.

RETURN OF BORROWED ATTIRE OR DONATION OF GRADUATION ATTIRE:

Graduation attire borrowed from the SSW must be returned to the Office of Student Services no later than May 16th. For graduates' convenience, a drop off box will be available in the graduate robing area at the Power Center on the day of commencement to drop off your attire immediately following the ceremony/reception. **Be sure to attach a note with your name, so we know you returned your attire.**

PLEASE CONSIDER DONATING ALL OR PART OF YOUR GRADUATION ATTIRE for the use of future graduates if you purchase your attire. You can put it the drop off box with a note or bring it by the Office of Student Services during regular office hours.

GRADUATION ANNOUNCEMENTS: Graduation announcements may be purchased at 1) Michigan Union Bookstore or Ulrich's Bookstore – contact stores directly. Personalized announcements must be ordered in advance. 2) Jostens – visit their website at <http://college.jostens.com> or contact customer service at 800.854.7464.

GRAD FAIR: March 13, 2014, 11:00 a.m. to 5:00 p.m. in the Michigan Union. Or March 17 to March 21, 2014 and April 7 to April 11, 2014 from 10:00 a.m. to 6:00 p.m., Student Publications Building at 420 Maynard Street – one stop shopping for graduation essentials!

PHOTOGRAPHER: A photographer will be available to take individual pictures as graduates cross the stage at the SSW ceremony. Description/mailling address cards will be distributed to all graduates when they arrive at the Power Center graduate robing area. These yellow cards will be collected from each graduate just prior to going up on stage. A proof and order card will be mailed to each graduate following commencement. Purchase is optional. Graduates who do not receive a photo proof within two (2) weeks of the ceremony should contact: Graduation Foto, Toll Free: (800) 482-0321, Telephone: (734) 677-3400, Fax: (734) 677-3208, Email: cs@apmphoto.com

PARKING: University parking structures will be open to the public for parking at no charge for commencement attendance. Suggested parking: Fletcher Street parking structure between the Power Center and Health Services or Thayer Street parking structure on Thayer Street near the Modern Language Building. Handicap parking is available in both parking structures. There is also some metered parking available on side streets near the Power Center. For driving directions & campus maps: http://www.umich.edu/~info/mapsAndDirections.html#anchor_textDirectionsCentral
<http://www.umich.edu/~gradinfo/maps/>
<http://www.umich.edu/~gradinfo/maps/campus.html>

ACCESSIBILITY: Graduating students who have a concern or special need in relation to access to the Power Center and stage, please contact Michelle Gorton (mtgorton@umich.edu) in the Office of Student Services, 1748 SSWB, as soon as possible. NOTE: We plan to have a Sign Language Interpreter available at the ceremony and there is ample handicap seating for family/guests.

DIPLOMA: The University provides a free standard size (8 ½" x 11") diploma to each MSW graduate. The diploma is mailed to the graduate's permanent address or one specified on the diploma application which the graduate completes through Wolverine Access. Diplomas **are not prepared** by the University of Michigan Records/Diploma Department and a guaranteed delivery schedule is not possible. Diplomas will

be mailed by the University Registrar's Office by the end of June. For more information on diplomas, check out the University Registrar's Web site: <https://umich-regoff.custhelp.com> and Search by Keyword: diplomas.

COMPUTING SERVICES AFTER GRADUATION: Graduating students will no longer be eligible for the BCP (Basic Computer Package) after they officially graduate (approx. 4-6 weeks after the term ends). At that time, if you wish to continue using the services provided via the BCP, you must subscribe to U-M Online. All U-M alumni may use email forwarding at no charge for as long as they choose. Alumni maintain the use of their Google Apps UMich email and calendar. See the following website for more information: <http://www.itcs.umich.edu/leaving/graduating-students.php>

CTools access is not linked to BCP; you will continue to have CTools access after graduation. Email ctools@umich.edu with questions.

NOTE: May graduates will be deleted from the *MSW Official CTools* site and *ssw.students* e-mail group by the end of June.

SCHOOL OF SOCIAL WORK CAREER CENTER: The School of Social Work's Career Center, 1696 School Social Work Building, assists students and alumni with their job search process, resume/cover letter reviews and social work licensure questions. Licensure test preparation software is available to help students and alumni study for licensure exams. Please call (734) 763-6259 or email ssw-cso@umich.edu to schedule an appointment. Join us on [LinkedIn](#).

UNIVERSITY CAREER CENTER: The University Career Center, 3200 Student Activities Bldg., offers services and resources to aid in the career exploration and job search process for UM students in every academic discipline. Their work often involves collaboration with academic units, employers and alumni/ae. Graduate students are encouraged to take advantage of every resource offered by The Career Center. Their Reference Letter Center can help you manage your reference letters, whether they are used for job applications, admission for advanced education or other purposes. Check out their website at <http://www.careercenter.umich.edu/>

Questions about commencement: Contact Michelle Gorton in the Office of Student Services, 1748 SSWB, phone: (734) 936-0968 or email: mtgorton@umich.edu.

Watch your email for updates!

Congratulations and Best Wishes!!