



## ***Winter 2014 Commencement Information***

### **SSW COMMENCEMENT CEREMONY:**

Date: SUNDAY, DECEMBER 14, 2014  
Time: 10:00 a.m. – 11:45 a.m. (estimated end time)  
Place: HILL AUDITORIUM (corner of N. University and Thayer St)

**There is no rehearsal. It is important that graduates plan to arrive at Hill Auditorium between 9:00 – 9:15 a.m.** to receive instructions and be assembled in ample time for the procession. Go to the lower level 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, gather for the group photo, and assemble in alphabetical order for the procession. Tickets are not required for the SSW ceremony.

**The entrance doors to Hill Auditorium will not be open until 9:00 a.m.** and regular guest seating will begin at 9:15 a.m. Should your guests need assistance/direction with seating, please have them speak with one of the ushers. 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. Please 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. 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, outside, or at the reception, so that guests can exit the auditorium in a timely manner.*

**SSW RECEPTION:** Join us for light refreshment in the 2<sup>nd</sup> floor Ballroom at the Michigan League (next to Hill Auditorium on the corner of Fletcher and North University) immediately following the SSW Commencement ceremony.

### **UNIVERSITY COMMENCEMENT CEREMONY:**

The University holds a Winter Commencement Program, which **all** December and the preceding summer graduates are invited to attend. The ceremony will be held on **Sunday, December 14, 2014**. The Crisler Center tunnel will open for graduate entry at 1:15 p.m. and all graduates should be seated by 1:50 p.m. Tickets are not required for this program and seating is general admission. Please refer to the [Winter Commencement Guide](#) for details on the University Commencement Ceremony.

**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 two local bookstores:

Barnes & Noble /  
Michigan Union Bookstore  
530 South State Street  
(734) 995-8877

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

Graduation attire consists of a Masters gown, Masters hood, cap & tassel at a cost of approximately \$85 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 standard black mortarboard cap of your own, feel free to wear it. Hood & tassel colors differ based on the college/school within the University. *Be sure to ask for the "Social Work" hood and tassel.* Tassel color 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 Tuesday, November 18th**, 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 January 12, 2015. For graduates' convenience, a drop off box will be available in the graduate robing area at Hill Auditorium on the day of commencement, as well as at the reception in the Michigan League, 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.

**PHOTOGRAPHER:** Graduation Foto will take individual photos as graduates cross the stage at the SSW ceremony. Description/mailling address cards will be distributed to all graduates when they arrive at the Hill Auditorium graduate robing area. These yellow cards will be collected from each graduate just prior to going up on stage. A proof and ordering information will be emailed 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 (800) 482-0321 / (734) 677-3400 / fax: (734) 677-3208 / email: cs@apmphoto.com

**PARKING:** Parking will be open to the public at the Fletcher Street and Thayer parking structures for parking at no charge for SSW Commencement attendance. Accessible parking is available in the parking structure. here is also limited metered parking available on side streets near Hill Auditorium. For driving directions & campus maps:

[umich.edu/~info/mapsAndDirections.html#anchor\\_textDirectionsCentral](http://umich.edu/~info/mapsAndDirections.html#anchor_textDirectionsCentral)  
[commencement.umich.edu/winter-commencement/travel-and-parking/](http://commencement.umich.edu/winter-commencement/travel-and-parking/)

**ACCESSIBILITY TO UNIVERSITY FACILITIES:** Graduating students who have a concern or special need in relation to access to Hill Auditorium and the stage, please contact Michelle Gorton 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 accessible seating for family/guests.

**DIPLOMA:** The University provides one free standard size (8 ½" x 11") diploma to each MSW graduate, which is mailed to the address specified on the diploma application. 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 within four months of graduation. View the University Registrar's website [ro.umich.edu/](http://ro.umich.edu/) for more information.

**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. 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. For more information, visit [tcs.umich.edu/leaving/graduating-students.php](http://tcs.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](mailto:ctools@umich.edu) with questions.

**NOTE:** December graduates will be deleted from the *MSW Official CTools* site and *ssw.students* e-mail group by mid-February.

**SCHOOL OF SOCIAL WORK CAREER CENTER:** The School of Social Work's Career Center in 1696 SSWB 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, email [ssw-cso@umich.edu](mailto:ssw-cso@umich.edu) to schedule an appointment, or visit the [Career Services webpage](#).

**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 [careercenter.umich.edu/](http://careercenter.umich.edu/)

**Questions about commencement:** Contact Michelle Gorton in the Office of Student Services, 1748 SSWB, (734) 936-0968, [mtgorton@umich.edu](mailto:mtgorton@umich.edu)

**Watch your email for updates!**

*Congratulations and Best Wishes to all of you !!*