Dear Senior,

On behalf of the Commencement Committee and the entire Post University community, please accept our congratulations on your upcoming graduation. Your senior year offers opportunities for reflection and celebration as Commencement approaches. For your convenience, we have published this Guide to Graduation to help you plan for this momentous occasion.

This packet includes the following:
- Links to the Graduation Application and Diploma Name Confirmation Form
- Important Dates
- Information about caps, gowns and graduation announcements.

We hope that you, your family and your friends enjoy the various Commencement activities.

Best Wishes,

The Post University Commencement Committee
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COMMENCEMENT CHECKLIST

☐ Save the Date

☐ Complete the Graduation Application and submit the payment

☐ Complete Senior Clearance Process

☐ Settle financial obligations

☐ Complete Financial Aid Exit Interview

☐ Complete Diploma Name Form

☐ Undergraduate students complete the Career Services Survey

☐ Pick up cap, gown and tassel

☐ Attend Senior BBQ

☐ Attend Commencement

GRADUATION APPLICATION

Students who are expected to complete their degree requirements will receive an email from their Academic Advisor reminding them to complete the Graduation Application online. It is important that every student who receives this email complete and submit the online Graduation Application. Without a Graduation Application, students will not be eligible to graduate and will not be able to participate in the ceremony.

Due Dates:

August Graduation Date*       June 15
December Graduation Date*      October 15
May Graduation Date            January 15

*Students who have not previously participated in a May Commencement are eligible and encouraged to participate in the May Commencement Ceremony.
SENIOR CLEARANCE
Students should contact their Tuition Planner or visit the Office of Student Finance to complete their exit interview and ensure that all they have received all the necessary information for graduation.

Contact the following departments if you have any questions:

Registrar’s Office: Diploma and Commencement activities questions
203.596.4613
mcorsetti@post.edu

Office of Student Finance
OEI Students: 800.345.2562
Main Campus Students: 203.596.4527

Academic Advising
OEI Students: 800.345.2562 or
203.591.7101 (for Academic Success Coach)
adpadvisor@post.edu
Main Campus Students: 203.596.4539
Advising@post.edu

CAREER SERVICES SURVEY
With the support of our website at www.post.edu/careerservices, the Post Career Services Office provides the information and online career tools needed for students to take personal responsibility for their careers and learn career skills they will use for their lifetime. Students have access to state-of-the-art online career tools by Optimal including: e-portfolio, resume builder, letter builder, mock interviews, and professional website creation. In addition, Optimal provides a forum for students to post their resumes for review by 30,000 national employers. The Career Services Office also offers coaching in the job search process and in developing career documents.

Students earning an undergraduate degree will receive an email requiring action as part of their graduation requirement. In order to ensure that the name listed on a diploma is accurate, each student will be asked to access a web link and confirm his/her name as it will be printed on his/her diploma. Also attached to this email is a Graduate Jobs Survey to be completed by undergraduate students. Students who fail to confirm the name on their diploma and complete the survey will not receive a diploma.
**DIPLOMAS**

All graduates who participate in the May Commencement activities will receive an empty diploma cover. The actual University diplomas will be mailed to students’ home addresses as follows:

- August graduates: No later than November 15
- December graduates: No later than March 15
- May graduates: No Later than July 15

Please remember that you must settle all your financial obligations in order to receive your diploma. Also, make sure you provide the correct address on your graduation application and notify the Registrar’s Office if there are changes, so that we can deliver your diploma to you.

Undergraduate Students who have six or fewer credits to complete may participate in commencement; graduate students with three or fewer credits remaining may participate. However, they will receive their diploma only after they have completed their degree requirements. Please understand that students who are participating in commencement and completing their degrees at a later date will receive diplomas reflecting the nearest graduation date (August, December, May) after their requirements have been met. For example, a student completing his/her degree requirements at the end of MOD1 would have a graduation date of December.

**COMMENCEMENT**

Post University Commencement will be held on Saturday, May 9, 2015

- Graduate Ceremony – 10 a.m.
- Undergraduate Ceremony – 3 p.m.

**WEB CAST OF GRADUATION**

Although we encourage all graduates to join us on our campus for Commencement, we know that it’s just not possible for some. Graduates, friends and family members who cannot travel to campus can watch the ceremony live via the Internet at [http://www.post.edu/graduation/](http://www.post.edu/graduation/). More details will be available as the date of graduation grows closer.

**LOCATION**

Commencement will be held on the Great Lawn of the University, located at:

- Post University
- 800 Country Club Road
- Waterbury, CT 06708
ANNOUNCEMENTS & TICKETS
Each student will receive graduation announcements in April for the May Commencement ceremony. These announcements also double as your tickets and are to be used to gain admission to the ceremony. Undergraduate students attending the 3 p.m. ceremony are limited to only four guests. Graduate students attending the 10 a.m. ceremony may invite six guests to the ceremony.

Every guest at Commencement must have an announcement/ticket. Children under the age of 3 who will remain on the lap of an adult are not required to have an announcement/ticket. Participating graduates do not need an announcement/ticket.

Space is limited; however, there is standing room outside the tent should all the seats be taken.

PARKING
Parking for Commencement is located off campus. There will be shuttles from designated parking areas to campus before and after the ceremony. Please proceed to Chase Collegiate School, located at 565 Chase Pkwy, Waterbury to park.

ATTIRE AND ACADEMIC REGALIA
Commencement is an important event for both the graduates and their families. It is expected that every student participating in the ceremony will be dressed appropriately. Men should wear dress shoes, socks, dress trousers, dress shirt, tie and their academic regalia. Women should wear flat shoes (as they will be walking across the lawn), a dress or a blouse with dark trousers as well as their academic regalia. Students should refrain from wearing any other items outside the academic regalia provided by the University.

Students may pick up their regalia in the Campus Store located in the Leever Student Center the week before Commencement. Store hours for that week are listed below.

Accelerated Degree Program (ADP) students living outside the Connecticut area who are unable to pick up their caps and gowns may have their regalia sent to them. Please understand that you will not be able to pick up your cap and gown at the Campus Store on the day of the ceremony. To have regalia mailed, ADP students should email fkaminsky@post.edu prior to April 24th.

Please remember that in order to have your degree audit reviewed for graduation and “walk” at Commencement, you must have completed your Graduation Application before January 15th.
All Graduate students attending the 10 a.m. commencement ceremony MUST arrive and be present for the graduate line-up by 9 a.m. in order to participate in the procession and seating. All Undergraduate students attending the 3 p.m. commencement ceremony MUST arrive and be present for the undergraduate line-up by 2 pm. If you are not at line-up by the assigned time, you may not be able to participate in the ceremony.

GRADUATES AND GUESTS WITH SPECIAL NEEDS
The University would like to accommodate you and your guests with special needs, and anyone with a certified therapy dog, in the most efficient and helpful way possible. If you or any of your guests have special needs and will be attending Commencement, please contact Caitlyn Masiewicz at 203.596.4539, or via email cmasiewicz@post.edu. Her fax number is 203.841.1192.

LOCAL ACCOMODATIONS
There are several hotels located in the Waterbury area and are listed below:

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comfort Inn, Naugatuck</td>
<td></td>
<td>203.723.9356</td>
</tr>
<tr>
<td>Courtyard by Marriott, Waterbury</td>
<td></td>
<td>203.596.1000</td>
</tr>
<tr>
<td>CoCo Key Water Resort Hotel, Waterbury</td>
<td></td>
<td>203.706.1000</td>
</tr>
<tr>
<td>Crowne Plaza Hotel, Southbury</td>
<td></td>
<td>877.270.1393</td>
</tr>
<tr>
<td>Days Inn, Southington</td>
<td></td>
<td>860.628.0921</td>
</tr>
<tr>
<td>Hampton Inn, Waterbury</td>
<td></td>
<td>203.753.1777</td>
</tr>
<tr>
<td>Quality Inn, Waterbury</td>
<td></td>
<td>203.757.0888</td>
</tr>
</tbody>
</table>
PHOTOGRAPHY
A professional photographer will be on hand to capture the moment you receive your diploma. In the days following the ceremony, you will be contacted by the photographer with information on how to purchase your picture. If you have questions, please email graduation@post.edu. We also will be taking candid shots throughout the day, and will post a photo montage on our website within a few days after the ceremony.

FINANCIAL OBLIGATIONS

All financial obligations to the University, including outstanding tuition, library fees, etc., must be satisfied before a student can receive a diploma or transcripts.

Main Campus Students – Please visit the Office of Student Finance in Hess Hall, or call 203.596.4527, and speak to a Student Finance Specialist to ensure your account is in good standing or to make payment arrangements. Accelerated Degree Program Students – Please contact your Tuition Planner by calling 800.345.2562 to ensure that your account is in good standing or to make arrangements for payment. We recommend you complete this process prior to the end of your last module of enrollment.

FINANCIAL AID EXIT INTERVIEWS

Students receiving any type of Federal Student Loans during the course of their studies with the University are required to complete Direct Loan Exit Counseling. You must complete this before you will be able to receive your diploma.

Main Campus Students – Please visit the Office of Student Finance in Hess Hall, or call 203.596.4527, to ensure that you have completed this requirement. You may speak with your Student Finance Specialist at any time if you have any questions regarding the process.

Accelerated Degree Program Students – Please complete this process by going to https://studentloans.gov/myDirectLoan/index.action and following the prompts for “Exit Counseling.” Please note you will need your FAFSA PIN# to access this site. If you have any questions, you may contact your Tuition Planner by calling 800.345.2562.

To view your Federal Student Loan information and link to the Direct Loan Exit Counseling, visit http://www.nslds.ed.gov/nslds_SA/. Use your PIN to access your information. Please continue to review your account, and be sure to update your contact information in order to receive important account information and to maintain good standing. If you have any questions in understanding your repayment options, you may contact our Repayment Advising Team by calling 203.591.7105.
SCHEDULE OF ACTIVITIES

Friday, May 8

2:00 p.m.      Honor Society Induction
Members of Alpha Sigma Phi, Alpha Chi, Phi Theta Kappa are inducted.
Post University’s Great Lawn, under the tent.

5:00 – 7:00 p.m. Main Campus Undergraduate Student BBQ
BBQ for graduates from our Main Campus students

5:00 – 7:00 p.m. Undergraduate and Graduate Accelerated Degree Program Reception
Off-campus reception for our Online, Weekend and Evening students

Saturday, May 9

Graduation Schedule

9:00 a.m.    Graduate student processional line-up
Begins outside MacDermid Hall.
In the event of heavy rain, line-up will be held inside the Leever Student Center.

10:00 – 12:00 p.m. Commencement for students earning:
Master of Business Administration
Master of Education
Master of Public Administration
Master of Science in Human Services

2:00 p.m.    Undergraduate student processional line-up
Begins outside MacDermid Hall.
In the event of heavy rain, line-up will be held inside the Leever Student Center.

3:00 – 5:00 p.m. Commencement for students earning:
Bachelor of Arts
Bachelor of Science
Associate of Science