• Letter from the President
• Commencement at a Glance
• Commencement Information
• Graduation Decorum
• Line of March
• Local Accommodations
• Frequently Asked Questions
Dear Degree Candidates:

Congratulations on your achievement! As you transition from student to graduate, please take a moment to reflect on your university experience. Do you know that you have changed - and changed for the better? Now, you leave us more mature, more knowledgeable, and better equipped for a world made smaller by its connectivity.

You will do well and we will be proud of you, our successful alumni. You take with you the values and traditions of this great institution, the University of Maryland Eastern Shore. Remember that you are connected to UMES now and for all of your years to come.

Class of 2019 know that we are very proud of you! All of us wish you a constructive, fulfilling, and successful journey as you embark on the next phase of your life- wherever you go and whatever you do.

The entire Hawk Family joins me in wishing you much success in your future endeavors. Hawk Pride!

Sincerely,

Heidi M. Anderson, PhD, FAPhA
President
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>6:30 a.m.</td>
<td>Commencement Committee and security arrive at William P. Hytche Center.</td>
</tr>
<tr>
<td>7:30 a.m.</td>
<td>Graduates begin arriving at Student Services Center (SSC) Ballroom.</td>
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<tr>
<td>8:00 a.m.</td>
<td>Doors open to the general public.</td>
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<tr>
<td>8:30 a.m.</td>
<td>Gospel Choir prelude; faculty and special guest begin to arrive to robe.</td>
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<tr>
<td>9:15 a.m.</td>
<td>UMES Wind Ensemble prelude.</td>
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<tr>
<td>9:30 a.m.</td>
<td>Lineup: candidates, faculty, platform participants and special guest.</td>
</tr>
<tr>
<td>9:45 a.m.</td>
<td>William P. Hytche Center doors close. <em>There will be no admittance into the Hytche Center once the doors are closed.</em> <em>Guests will be redirected to the Student Services Center Theater to view the commencement activities.</em></td>
</tr>
<tr>
<td>9:50 a.m.</td>
<td>Commencement procession begins. <em>Procession begins moving towards the arena platform.</em></td>
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<tr>
<td>10:00 a.m.</td>
<td>Commencement exercises begin.</td>
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COMMENCEMENT INFORMATION

SPRING COMMENCEMENT

The 2019 Spring Commencement is scheduled for Friday, May 24th in the William P. Hytche Athletic Center Arena. Candidates should report no later than 8:00 a.m. to the Student Services Center (SSC) Ballroom for final commencement instructions. The commencement will begin promptly at 10:00 a.m.; doors will close at 9:45 a.m. Guest are encouraged to arrive early. Any guests arriving after 9:45 a.m. will be redirected to the Student Services Center Theater for overflow seating where they will be allowed to watch the ceremony via closed circuit television.

ACADEMIC REGALIA

All graduating students’ undergraduate, master, and doctoral candidates must wear the official academic regalia. The University Bookstore sponsors a Graduation Fair, a celebratory one-stop shopping event, that provides graduating students and/or their families the opportunity to shop for all your graduation needs. Please visit the University Bookstore, located in the Student Services Center (SSC), to purchase commencement regalia, announcements, class rings, diploma frames, retrieve graduation tickets, and so much more!! The UMES Grad Fair will be held on Wednesday & Thursday, March 27 & 28, 2019 from 11am - 2pm.

REHEARSAL

All candidates participating in the Commencement Exercises must attend the mandatory rehearsal held Thursday, May 23, 2019 at 3:00 p.m. in the William P. Hytche Center. Mark this date on your calendar and do not be late. Your promptness is requested so we can begin and end in a timely manner. Your attendance at the commencement rehearsal is mandatory. If you are not present, you will not be able to participate in commencement. Exceptions will only be granted through prior approval. For approval to be absent from the rehearsal, please submit an email to CommencementRequests@umes.edu. You do NOT need your cap and gown for the rehearsal. Immediately following the rehearsal, the Office of Alumni Affairs invites you to enjoy complimentary refreshments in the Student Services Center where you will also receive a small gift in celebration of your academic achievement.

CANDIDATE ARRIVAL TIME

Commencement day traffic and parking could be a challenge. Candidates are to report to the Student Services Center (SSC) no later than 8:00 a.m. and assemble in the Ballroom for robing, assembly, and final instructions. Please leave all personal belongings (purses, jackets, etc.) with a family member prior to your arrival at the SSC. The University is not responsible for personal items.

THE COMMENCEMENT EXERCISE

- The ceremony will start with a processional into the arena.
- The exercise begins with the invocation.
- Men should remove their caps for the singing of the "National Anthem," invocation, benediction, and the Alma Mater.
- Candidates will be given a 3x5 card on which their names will be printed.
- The President and Provost for Academic Affairs will request candidates to stand for the conferring of degrees by Schools.
- As directed by the Marshal, give your name card to the announcer who will read your name at the appropriate time.
- Once your name has been read, proceed across the stage to the President to receive your diploma. (Undergraduate candidates should return and be seated immediately.)
- When directed by the President, candidates for undergraduate degrees should move their tassel from right to left.
- Candidates receiving graduate degrees should wear their tassels on the left side of the cap for the entire ceremony.
- Candidates receiving the Master’s degree will be hooded in the assembly area in the Hytche Center.
- Candidates receiving doctoral degrees should carry the hood over their left arm to be hooded on the dais.
● After your name has been announced to the public and you have been hooded, proceed across the stage to the President to receive your diploma. Graduate candidates should return and be seated immediately.
● The exercise will end with the benediction and recessional.

COMMENCEMENT TICKETS

Students participating in the commencement ceremony on May 24, 2019 will receive 10 guest tickets. Tickets for the Spring commencement are required for everyone entering the building, including children. Tickets are free and will be distributed beginning Monday, April 22nd through Wednesday, May 22nd, between the hours of 9:00 a.m and 12:00 p.m and again between 2:00 p.m and 4:00 p.m. in the Office of the Provost & Vice President of Academic Affairs, J. T. Williams Hall - Suite 3111. Candidates are responsible for disseminating tickets to their guests. Candidates who are away from campus and not able to pick up their tickets in person should send an email to CommencementRequests@umes.edu to discuss making arrangements to obtain their tickets by mail. The deadline for mailing tickets will be May 13th. Additional tickets may become available after the deadline of May 22nd has passed. Additional tickets will be redistributed two at a time, on a first-come, first-served basis in the Office of the Provost & V. P. for Academic Affairs.

DISTRIBUTION OF DIPLOMAS

Diplomas will be mailed to the address listed on file with the Office of the Registrar. If for any reason your address should change please inform the Office of the Registrar of such changes as soon as possible. This will ensure that your diploma will get to you promptly. Please allow six to eight weeks following the commencement exercise for your diploma to arrive to your home mailing address.

GENERAL SEATING

Guests should be seated 30 minutes before the start of commencement exercises. All of the entrance doors will close at 9:45 a.m and will not reopen. Seating will be on a first-come, first-serve basis. Once the doors have closed, guests will be redirected to the Student Services Center (SSC) Theater where they can watch the ceremony via closed circuit. Limited seating will be available for people with disabilities or in need of assisted seating. No more than one additional guest may be seated in the area reserved for people with disabilities. Candidates with guest needing assisted seating should contact Dr. Dorling Joseph in the Office of Student Disability via email: djoseph@umes.edu or call (410) 651-3446 at least two weeks prior to the ceremony.

TRANSPORTING THE MOBILITY IMPAIRED

Handicapped parking near the William P. Hytche Athletic Center is limited. Persons transporting mobility-impaired visitors may use the Student Center Lane off College Backbone Road to drop off passengers. Drivers will be asked to park their vehicles in a general parking area after dropping off their passengers. For visitors who park in handicapped spaces, please bring and display your personal State Handicapped Parking Tag or verification. This tag or tag verification will allow you to park in an available handicapped space on campus.

EMERGENCY SERVICES

A First Aid Station will be located at the east end of the corridor in the William P. Hytche Athletic Center. Ushers and safety personnel will be able to direct you to the First Aid Station if an emergency situation arises and assistance is needed.
GENERAL PARKING

Parking on campus is open and free for Commencement. UMES will provide free shuttle transportation to and from parking lot S-College Backbone Road. The best parking for access to the William P. Hytche Athletic Center will be in lots B-Student Development Center, C-West of the Tennis Courts, D-Wicomico Hall and S-College Backbone Road. Commencement visitors may park in any of the university parking lots and spaces except for those designated as disabled or loading zones. Parking along College Backbone Road is not permitted.

COMMENCEMENT PHOTOGRAPHY

In consideration for our graduates and others, guests may only take photographs from their seats during the exercise. A professional photography company will take individual pictures of each graduate prior to and during the exercises as they receive their diploma from the President and as they leave the stage. Each graduate will be contacted by the photographer. However, students are not obligated to purchase photograph packages. After the ceremony (when the platform party and faculty have left the area), guests are welcome to come to the stage area to take photographs with their graduates.

INTERNATIONAL STUDENTS

International candidates for graduation who have family members that require an invitation letter to support their family members must obtain a visitor’s visas to attend the commencement exercises. Please contact Dr. Lombuso S. Khoza at (410) 651-8385 and complete a request for invitation letter. Please note that when requesting your invitation letter, students should include a copy of their candidacy for graduation email from the Registrar, the embassy address, and family details. The student is responsible for delivering the letter to their family members. Please allow three weeks for the letter to reach addresses outside the U.S.
Dear Candidate for Graduation:

Graduation at the University of Maryland Eastern Shore (UMES) is a solemn and formal academic occasion that is a time honored history in academia. All participants in UMES commencement exercises wear university-approved regalia (cap and gown) which can be purchased from the University Bookstore, http://colleges.herffjones.com/college/umes. We request that each graduate contribute to the dignity of the occasion by following some fundamentally simple rules. The University reserves the right to request that unacceptable attire be removed or to exclude from the commencement any candidate who does not meet acceptable standards of dress or conduct. Following these guidelines should ensure the best possible experience for our candidates and their guests.

GRADUATION DRESS

The academic robe is black with a V neckline and will show part of your clothing underneath. The recommended dress is similar to what you would wear to a formal interview. Candidates who are not dressed appropriately will not be allowed to participate in the commencement exercise. Please review and adhere to the following guidelines:

Men should wear dark trousers and white shirt (suit jacket is not required); a bow tie or a standard dress tie. Women should wear a dark dress, or dress suit, or dark skirt or trousers and blouse. Your academic regalia would then be worn on top of your dress clothes. Make sure you choose appropriate dress shoes and dress socks for graduation as you will be required to stand for long periods of time, walk long distances, and use stairs and ramps.

- Shorts are not permitted.
- Boots and sneakers are not permitted.
- No visible jewelry over the gown.
- No flowers, pins, buttons, badges, or decoration on the gown.
- Only the flat, top area of the cap may be decorated. Nothing should hang down from any of the sides. Decorations must be flat on the surface of the cap. Three-dimensional creations and lighting are prohibited.

The mortarboard (academic cap) is to be worn with the front point over the forehead below the front hairline so that the flat board is parallel to the floor. The mortarboard is not worn on the back of the head with the board pointing upward.

Candidates for the Bachelor's degree should enter the arena with the tassel on the right hanging near the right eye. The President will lead the undergraduate candidates in the Changing of the Tassel ceremony upon conferral of degrees. Undergraduate candidates for the Bachelor's degree will move their tassel from right to left when instructed by the President.

Candidates for the Master's degree will be hooded in the assembly area and will enter the arena with the tassel at the left front of the mortarboard hanging near the left eye. Graduate students do not participate in the changing of the tassel ceremony.

Candidates for the Doctoral degree will enter the arena carrying the hood over their left arm to be hooded on the dais.
GRADUATION DECORUM

While a spirit of joy and enthusiasm is encouraged, Commencement is a dignified academic event that recognizes the achievements of all our graduates, honorees and our guest speakers. Students and guests are expected to maintain a measure of decorum consonant with the regal nature of commencement. Graduates are expected to return to their seats after receiving their diploma and to remain seated for the rest of the commencement exercises. Family and guests are asked to remain seated for the entire exercise and should refrain from leaving their seats in order to take pictures or to talk to graduates. Students and guests who elect to participate are expected to respect the rights of others and to observe some simple guidelines as indicated:

- Cell phones and other electronic devices must be turned off for the duration of the exercise.
- Noise-making devices, banners, balloons and posters are prohibited as are all objects that would detract from the formality of the event. Participants and guests are asked not to bring these items into the venue.
- Students and guests should remain in their seats until the faculty has proceeded in and out of the arena.
- The aisles must remain clear throughout the commencement exercise.
- Applause should be held until all students have received their degrees. Names will be read quickly and it is important that every name is heard.
- Guests are requested to cooperate with any requests made by Commencement Marshals and UMES Event Staff and Campus Public Safety.
- No alcohol or illegal drugs will be permitted in or around the venue. Graduates who appear to be under the influence of either will be removed from the lineup and will not participate in the ceremony. Improper conduct may result in disciplinary actions.
- All degree recipients are requested to refrain from inappropriately celebrating (i.e., gyrating and dancing on stage, stepping, calling out names of others, loud, offensive noises and gestures) during the exercise.
- Candidates should NOT have personal belongings in their possession during the commencement exercise. These items should be given to family or friends. UMES will not be responsible for these items.

LIVESTREAM BROADCAST OF COMMENCEMENT

If you can’t attend the commencement ceremony in person you can watch the ceremony live! Look for a link of the UMES homepage on May 24, 2019 to view a livestream broadcast.
LINE OF MARCH

Chief Marshal

Grand Marshal

Platform Participants

Faculty Marshal
UMES President Emeritus
UMES Professors, Librarian Emeriti
Academic Department Chairs and Directors of Administrative Units (in pairs as directed by the Marshal)
Faculty, Associate and Support Staff (in pairs as directed by the Marshal)

Graduate Participants

Student Marshal
Graduate Studies
   Ph.D., DPT, MAT, MS and M.Ed. Degree Candidates
School of Agricultural and Natural Sciences
   BS Degree Candidates
School of Education, Social Sciences, and the Arts
   BS, BA and BGS Degree Candidates
School of Business and Technology
   BS Degree Candidates
School of Pharmacy and Health Professions
   BS Degree Candidates

International Flags Procession

Color Guard
# LOCAL ACCOMMODATIONS

## PRINCESS ANNE, MD

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richard Henson Center (UMES Campus)</td>
<td>2122 Richard A. Henson Center, UMES Campus, Princess Anne, MD 21853</td>
<td>410-651-8100</td>
</tr>
<tr>
<td>Washington Inn Princess Anne</td>
<td>11784 Somerset Avenue, Princess Anne, Maryland 21853</td>
<td>443-399-3353</td>
</tr>
<tr>
<td>Econo Lodge Princess Anne</td>
<td>10936 Market Lane, Princess Anne, MD 21853</td>
<td>410-651-9400</td>
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## SALISBURY, MD

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Address</th>
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<tbody>
<tr>
<td>Sleep Inn Salisbury</td>
<td>406 Punkin Court, Salisbury, MD 21804</td>
<td>410-572-5516</td>
</tr>
<tr>
<td>Hampton Inn Salisbury</td>
<td>121 East Naylor Mill Rd, Salisbury, MD 21804</td>
<td>410-334-3080</td>
</tr>
<tr>
<td>La Quinta Inn and Suites</td>
<td>300 South Salisbury Blvd, Salisbury, MD 21801</td>
<td>410-546-4400</td>
</tr>
<tr>
<td>Comfort Inn Salisbury</td>
<td>2701 North Salisbury Blvd, Salisbury, MD 21801</td>
<td>410-543-4666</td>
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## FRUITLAND, MD

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<thead>
<tr>
<th>Hotel Name</th>
<th>Address</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Hampton Inn &amp; Suites Fruitland</td>
<td>304 Prosperity Lane, Fruitland, MD 21826</td>
<td>410-548-1282</td>
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## POCOMOKE, MD

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<tr>
<th>Hotel Name</th>
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<tbody>
<tr>
<td>Econo Lodge Pocomoke City</td>
<td>825 Ocean Highway, Pocomoke City, MD 21851</td>
<td>410-957-1300</td>
</tr>
<tr>
<td>Holiday Inn Express Pocomoke</td>
<td>125 Newtown Blvd, Pocomoke City, MD 21851</td>
<td>410-957-6444</td>
</tr>
</tbody>
</table>
Frequently Asked Commencement Questions

When is Commencement?
The Spring Commencement Exercises will take place on Friday, May 24, 2019 at 10:00 a.m. in the William P. Hytche Athletic Center. You should plan to arrive early (7:30 a.m.) to robe at 8:00 a.m. The doors will close and no one will be admitted into the building after 9:45 a.m. Guests will be redirected to the Student Services Center Theater to view the ceremony via closed circuit television.

Will there be a rehearsal?
Yes! All candidates who are graduating are required to attend Commencement rehearsal on Thursday afternoon May 23rd at 3:00 p.m. in the William P. Hytche Athletic Center. You do NOT have to bring your cap/gown to the rehearsal.

Do I need tickets?
Tickets are required for all guests entering the building, including children. For ticket information, contact the Office of the Provost, 410-651-6143.

What do I need to wear for graduation?
Candidates may purchase academic regalia (cap, gown, hood & tassel) at the University Book Store.

What if I want to leave before the ceremony is over?
Graduates are to remain in the arena for the entire ceremony, which could last approximately 2 hours. If at any time you elect to exit the building during the ceremony, candidates will not be allowed back in the arena. This is with the exception of restroom use or emergencies.

Can I purchase a Senior Portrait?
YES! During the exercises a professional photography company will take individual photos of each graduate prior to and during the exercises as they receive their diploma from the President. Each graduate will be contacted by the photographer. However you are not obligated to purchase photograph packages. Contact the Office of Campus Life about yearbook photos at (410) 651-6434.

What if my guests arrive late, will they be granted entry into the arena?
The doors to the William P. Hytche Center will close at 9:45 a.m. sharp. Once this happens, guests will be directed to the Student Services Center Theater where they will be able to watch the ceremony via closed circuit.

Where can graduates put their coat, purse, etc. during the ceremony?
Please leave valuables, such as coats and purses, and electronic equipment with family members during the ceremony. Please DO NOT leave items unattended in the Hytche Center. UMES and/or its employees will not assume responsibility for lost, damaged or stolen property.

Where should graduates and guests park?
General parking is available throughout campus and it is free. Shuttle transportation will be provided to and from parking lots: S-College Backbone Road; B-Student Development Center; C-West of the Tennis Courts; and D-Wicomico Hall. Commencement visitors may park in any of the University parking lots and spaces, except for those designated as disabled or loading zones. Parking along College Backbone Road is not permitted.