

2012 COMMENCEMENT FAQ FOR GRADUATES AND GUESTS

GRADUATE SCHOOL OF EDUCATION AND COUNSELING, LEWIS & CLARK COLLEGE

Commencement Ceremony: *Sunday, June 3, 2012, 10 a.m. – 12:30 p.m., Pamplin Sports Center

Reception: Immediately following the commencement ceremony in the Manor House Circle (or, in the case of inclement weather, in the Fields Dining Room of Templeton Student Center).

Tickets are not required for your guests in order to attend the commencement ceremony and the reception.

****In order to participate in the commencement ceremony on Sunday, June 3rd, graduates must report to Fields Dining Room, Templeton Campus Center, no later than 9:00 a.m. for the processional line-up.***

Please do not bring to the processional line-up or leave any valuables in Fields Dining Room as the space will be unsecured, unlocked, and unattended throughout the commencement ceremony.

COMMENCEMENT ANNOUNCEMENTS BY JOSTENS

Announcements may be ordered online by following the link on the Graduate School's commencement webpage at <https://graduate.lclark.edu/offices/registrar/commencement/>.

PROFESSIONAL PHOTOGRAPHS BY GRADIMAGES

In an effort to assist you and your guests in ordering professional photos from the commencement ceremony, you may pre-register contact information directly with GradImages, our commencement photographer, prior to the ceremony. You can add yourself and up to 6 family members or friends to the contact information to help share the good news and your photos! Once you have registered and following the ceremony, GradImages will e-mail you and those you've registered with information about online viewing and ordering.

Register with GradImages at <http://www.gradimages.com/index.cfm?action=main.preregistration>. Enter "Lewis" in the "School" box and hit "Search." Be sure to select "Lewis & Clark Grad School."

CAP and GOWN

Ordering: You have provided your cap and gown order information with your degree application on WebAdvisor. There is no charge for your regalia; however, you will be charged a \$25 late processing fee for orders received after April 1, 2012.

Picking Up: Your cap, gown and hood will be available for pick-up on the following days and times (a friend or family member may pick up for you on Wednesday if they bring a signed note from you). Because the gowns are folded in a bag, you are encouraged to pick up your gown on Wednesday so you can press the wrinkles out of the gown.

Wednesday, May 30, 2:00 - 6:00 p.m. at the South Campus Conference Center, Room 114

Sunday, June 3, 8:00 - 9:30 a.m. in the Council Chambers on the second floor of Templeton Campus Center

No pick-up available Thursday, Friday or Saturday, May 31 - June 2.

Wearing: Please wear your cap (tassel to the left) and gown and carry your doctoral, specialist, or master's hood on your left arm when preparing for the commencement procession. There will be a hooding ceremony on stage during the commencement proceedings.

Returning: Gowns and hoods must be returned to the Council Chambers in Templeton Campus Center immediately following the commencement ceremony and reception. A hold could be placed on your account if your gown and hood are not checked off as returned. The cap and tassel are yours to keep, a gift from the graduate school. If you choose to purchase your regalia, the costs are:

Master/Specialist Gown \$246
Master/Specialist Hood \$96

Doctoral Gown \$437
Doctoral Hood \$117

SPECIAL NEEDS Accommodations for Graduates and Guests (Reply by Friday, May 25, 2012)

Special needs accommodations for graduates can be arranged by contacting Sharon Chinn, commencement coordinator, at ecls@lclark.edu.

Special needs accommodations for guests can be arranged by completing the online special needs registration form located at <http://www.lclark.edu/graduate/offices/registrar/commencement/>. Individuals with special needs are asked to check in with Campus Safety (following signage) on the day of commencement. We recommend arrival between 8:30 – 9 a.m. as this will allow 45 minutes to drop off your party, park your vehicle, and proceed to Pamplin. There will be **limited** shuttle service from the parking lots to Pamplin. Please feel free to contact Special Needs Coordinator, Hanna Neuschwander, with questions at hanna@lclark.edu.

PARKING for Commencement

Parking is available in several on-campus lots but prohibited in the local neighborhood. Campus safety officers and ushers will direct you and your guests to the designated parking areas. Allow extra time for traffic, walking to Pamplin and to find seating. It is recommended that family and friends plan to arrive at 9:00 a.m. Way-finding balloons and limited shuttle service will be available:

- Red Balloons = Shuttle Stops
- Orange & White Balloons = Walking routes to Pamplin
- Blue Balloons = Drop-off and parking for guests with special needs
- Limited shuttle service will be available from the on-campus parking lots to Pamplin from 9:00 a.m. through 1:00 p.m.

Information about visiting the Lewis & Clark campus, including maps, directions, and surrounding attractions, can be found at <http://www.lclark.edu/visit/>. Suggested arrival time is around 9 a.m. for the best availability of seats.

BOOKSTORE

The Lewis & Clark bookstore in Templeton Campus Center will be open on Commencement Sunday from noon until 2 p.m. providing the opportunity for you and your guests to purchase Lewis & Clark Graduate School memorabilia.

HOMETOWN NEWS SERVICE

Lewis & Clark's Public Affairs and Communications Office has developed a simple template for graduates to create individualized announcements about their graduation, field of study, extra-curricular/volunteer experiences, and plans for the future, as well as some basic instructions about how to contact news media with their announcements. This information can be found at <http://www.lclark.edu/news/hometown/index.php>

DIPLOMA

Diplomas for **May degree** candidates will be available for pick-up (with photo identification) in the Graduate School Registrar's Office beginning on **May 30th**, provided there are no academic or financial holds. If your diploma is not picked up by mid-June, we will mail it to your permanent address on file. Diplomas for **May degree** candidates will also be available for pick up (with photo identification) in the Council Chambers in Templeton Campus Center **immediately following the commencement ceremony**.

If you are a candidate for a **July degree**, you will be able to pick up your diploma on **August 3rd** provided there are no academic or financial holds. If your diploma is not picked up by mid-August, we will mail it to your permanent address on file. If you are a candidate for an **August degree**, you will be able to pick up your diploma on **August 31st**, provided there are no academic or financial holds. If your diploma is not picked up by mid-September, we will mail it to your permanent address on file.

Please notify the Office of the Registrar with any change of address at gradreg@lclark.edu.

If you want a friend or family member to pick up your diploma, please provide that individual with a signed note of permission.

DIPLOMA COVER NOTE: Diploma covers are presented at the commencement ceremony. If you do not attend the ceremony and you wish to receive a diploma cover, you will need to make arrangements to pick up a diploma cover at the Graduate Registrar's office.