MEMORANDUM

TO: Graduating Students

FR: David Kelley
Assistant Dean of Administrative Services

DT: January 21, 2014

RE: Law School Commencement, Saturday, May 24, 2014

Attached is a list of instructions and information concerning the graduation ceremony which will be held on Saturday, May 24, 2014 at 11:00a.m. Depending upon the weather, it will be either at Griswold Stadium or the Pamplin Sports Center on the Lewis & Clark undergraduate campus. Please check the website for the final location. Even though the ceremony starts at 11:00a.m., **you must be ready to go—in cap and gown—by 9:30a.m.** (**If you are on any of the three Law Reviews, you must be ready – in cap and gown – by 9:15a.m.** The most important thing is to please ***BE ON TIME*!**

If any of your guests have any special needs, please contact Reggie Raiford in the Business Services Office so special arrangements can be made. He can be reached at: raiford@lclark.edu or 503-768-6621.

If the ceremony is outside, your guests are advised to bring a sweater or jacket, because it can be cooler in the outside stadium! There is no limit to the number of guests you can bring to the ceremony. There are no tickets needed. We do advise guests arrive early for parking and seating. The registrar's office will have your free graduation *announcements* in March.

A baccalaureate service, sponsored by the Reuben Clark Law Society, Christian Legal Society, and Jewish Legal Society will be held. Date and time TBD. All faculty, staff, students, friends and family members are welcome.

If you have any questions, you may contact Liz Hobbs at lhobbs@lclark.edu or feel free to stop by my office. I am located in the law business services office next to the registrar.

David Kelley
Assistant Dean of Administrative Services

LEWIS & CLARK LAW SCHOOL
2014 COMMENCEMENT
INSTRUCTIONS TO GRADUATES

TIME AND PLACE
Depending upon the weather, commencement for the law school will be held at either the Pamplin Sports Center or at Griswold Stadium at 11:00a.m., Saturday, May 24, 2014. The ceremony usually lasts a couple of hours. A short reception for graduates and guests will be held on the Law School Campus immediately following commencement. Graduates must be at Pamplin Sports Center– in caps and gown– by 9:30a.m. (Members of the three Law Reviews must be ready by 9:15 a.m.)

CAPS AND GOWNS: **May 6 & 7th**
Caps and gowns can be picked up at the law school in the student lounge on Tuesday, May 6th and Wednesday, May 7th. Pick up times are 11am-2pm and from 5pm-6pm on both days. (SEE last page of this document). You will **not** be picking up your hood. You will be "hooded" on stage. You must pick up your regalia (cap & gown) on one of these two days. If you are unable to pick up your regalia yourself, you may have somebody pick it up on your behalf. You need to provide that person with a written notice giving us permission to release your regalia to them. **If it is impossible for you to get your regalia on the dates above, you may also pick it up between 8:15 and 9:30 a.m. the morning of commencement at Room 126 of Zehntbauer Swimming Pavilion (adjacent to the Pamplin Sports Center on the upper campus).**

COMMENCEMENT DAY

Graduates need to arrive at Pamplin Sports Center at 9:30 a.m. Graduates who are members of any of the three Law Reviews, need to be ready by 9:15 a.m.

PHOTOGRAPHS -- 9:30 a.m. on Commencement Day
Gather inside the Sports Center where a group picture will be taken. A commissioned photographer will take a group picture at 9:45 a.m. – students need to assemble and pose for the photograph at 9:30 a.m. A group picture of members of all three Law Reviews will be taken at 9:15 a.m.

A picture will also be taken of each graduate on stage with Dean Klonoff. To check your proofs following graduation, go to www.gradimages.com and pre-register your email address.

Once there, click on pre-event registration at the top of the screen, type in Lewis and Clark and your ceremony will appear as last on the list for May 24th. Click on that and it will take you in to register your email address as well as up to 6 others of family and friends. When your photos are identified, you and anyone else you have given email addresses for, will receive an email giving you the website and your customer number to view and online.

FORMATION FOR PROCESSIONAL – 9:50 AM on Commencement Day

This occurs inside the front of the Pamplin Sports Center, whether the ceremony is indoors or out. Graduates will be assembled in lines for the processional by faculty members serving as marshals. The marshals will check the list and cross off the names of anyone not present so that no one's name is called if they are not there. Associate Dean Spence will check pronunciation of all names. This takes one solid hour. Students who are not in line for the formation will not be on the list to be called at the ceremony.

THE PROCESSIONAL – 11:00 A.M. on Commencement Day

Follow the instructions of the faculty marshals. The students lead the processional followed by the faculty and the platform party.

CONFERRING OF DEGREES

Following the commencement address, the Dean will "present" the class. He will ask all the graduates to stand and then the graduates will be asked to come forward to receive their degrees.

> Graduates will come forward by rows. The faculty marshal will instruct each row when it is time to proceed toward the stage. Leave your caps on your seats as you will be hooded on stage. When you are the next to be called, stop at the *bottom of the steps until your name is called*.

As soon as your name is read, proceed up the steps to the faculty member who is hooding the graduates. Turn to face the audience and the faculty member will hood you.

Next, walk to Dean Klonoff who will hand you your diploma. A photographer will take your picture as Dean Klonoff hands you your diploma. Next, move on to President Barry Glassner, who will shake your hand. Proceed on across the stage to receive the congratulations of the commencement speaker and member of the board of trustees. Finally, proceed down the steps at the far end of the stage where you will be directed to your seat by a faculty marshal.

When you return to your seat after receiving your degree, *remain standing* until all graduates have received degrees. At that time all the graduates will be seated. The entire ceremony usually lasts about 2 hours.

RETURNING CAPS AND GOWNS: After the graduation ceremony, please return your cap, gown, and hood to the Josten's representative who will be in room 336 at the law school. Directional signs to the room will be posted. **Charges will apply** to those who don't return their regalia, so please make sure all regalia is returned this day.

CHILDREN'S COMMENCEMENT INFORMATION

The Children's Ceremony will be held on May 24th immediately following commencement. It will be held at law school (LOCATION TBD). Dean Klonoff will present the children with a personalized certificate thanking them for their contribution to your education. Please submit the name of the child(ren) and a physical mailing address to the Office of Alumni Relations lawalum@lclark.edu.

RECEPTION: A short reception will be held after graduation at the Law School. We hope that your family and friends will join you there.

Lewis & Clark Law School

Attn: January 2014 & May - Summer 2014 Graduates (JD and LLM)
Subject: Cap & Gown Pickup

Jostens will be on campus to distribute regalia:

Tuesday, May 6th and Wednesday, May 7th
11:00am – 2:00pm
And
5:00pm – 6:00pm

Location: LRC-Student Lounge

You must pick up your regalia on one of the two days that will be scheduled. If you are unable to pick up your regalia yourself, you may have somebody pick it up on your behalf. You will need to provide that person with a written notice giving us permission to release your regalia to them.

If it is impossible for you to get your regalia on TBD, you may also pick it up between 8:15 and 9:30 a.m. the morning of commencement at Room 126 of Zehntbauer Swimming Pavilion (adjacent to the Pamplin Sports Center on the upper campus).

You will not be picking up your hood at this time. You will be "hooded" on stage during the ceremony. You will only be receiving your gown and cap on the dates above.

There will be extra gowns and caps at the college on the day of commencement for those who might have size issues.

Graduates are to return their cap, gown & hood to room 336 at the Law School immediately after commencement. Charges apply to regalia not returned. Directional signs will be posted in the Legal Research Center directing grads to room 336.

Thanks for your cooperation in the above matter and congratulations!