

## MEMORANDUM

**TO:** Graduating Students

**FR:** Libby Davis  
Associate Dean for Student Affairs

**DT:** April 17, 2018

**RE:** Law School Commencement, Saturday, May 19, 2018

Attached is a list of instructions and information concerning the graduation ceremony which will be held on Saturday, May 19, 2018 at 11:00a.m. It will be held in Pamplin Sports Center on the Lewis & Clark undergraduate campus. Even though the ceremony starts at 11:00a.m., **you must be ready to go—in cap and gown—by 9:30a.m. for group photos. If you are on any of the three Law Reviews, you must be ready/in your groups – in cap and gown – by 9:15a.m.**

At **9:50am** it will be time for all grads to line up to have your name checked off and the pronunciation clarified. Once you are in line, **do not leave the line**. This is very important. There will be a lot of traffic and pedestrians, so allow time to park and get into the sports center. The most important thing is to please **BE ON TIME**. You can take pictures with family/friends outside of the sports center after the ceremony.

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](mailto:raiford@lclark.edu) or 503-768-6621.

**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. There will be lots of traffic and pedestrians.**

A baccalaureate service, sponsored by the Reuben Clark Law Society, Christian Legal Society, and Jewish Legal Society will be held. It will be on Friday, May 18, 2018 at 2:00pm – 4:00pm in the Diane Gregg Pavilion (next door to the Agnes Flanagan Chapel) Lewis & Clark College Campus 0615 S.W. Palatine Hill Road. Faculty, staff, students, friends and family members are welcome.  
[http://law.lclark.edu/offices/registrar/commencement/baccalaureate\\_celebration/](http://law.lclark.edu/offices/registrar/commencement/baccalaureate_celebration/)

If you have any questions, you may contact Liz Hobbs at [lhobbs@lclark.edu](mailto:lhobbs@lclark.edu) or feel free to stop by her office. She is located in the Student Affairs office behind the front reception desk in the LRC. Here is the link to commencement information:  
<http://law.lclark.edu/offices/registrar/commencement/>

Libby Davis  
Associate Dean for Student Affairs

**LEWIS & CLARK LAW SCHOOL  
2018 COMMENCEMENT  
INSTRUCTIONS TO GRADUATES**

TIME AND PLACE

Law Commencement will be held in Pamplin Sports Center, Saturday, May 19, 2018. The ceremony usually lasts approximately 1 hour and 45 minutes. A short dessert 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. for photos. Members of the three Law Reviews please **be in your separate groups** and be ready by 9:15 a.m.

CAPS AND GOWNS/REGALIA:

Starting 2018, graduates will be able to **permanently keep their regalia set!** Caps, gowns and tassles can be picked up at the law school in the student lounge on Thursday, April 19 and Friday, April 20. 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 or email **to give to the Jostens rep, not Liz,** on distribution day for permission to release your regalia to them. After April 20, your regalia will be in the Career Services office area until May 14. There should be extra gowns and caps if needed.

After May 14, - All regalia will be off campus and can't be picked up until the day of commencement. On the day of commencement, you can pick it up **between 8:15 and 9:30 a.m. at Room 126 of Zehntbauer Swimming Pavilion (adjacent to the Pamplin Sports Center on the upper campus).** Allow time for this if you are picking up at the pavilion.

**COMMENCEMENT DAY**

Graduates need to arrive at Pamplin Sports Center at 9:30 a.m. Any graduates who are members of any of the three Law Reviews, need to be ready and be standing in their respective groups 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 Johnson. To check your proofs following graduation, go to [www.gradimages.com](http://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 19th. 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 link 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. 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 Emeritus Martha 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. Once you are in line, **do not leave the line.** This is very important!

### 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. She 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 cap on your seat 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.

After you are hooded, walk to Dean Johnson who will hand you your diploma. A photographer will take your picture as Dean Johnson hands you your diploma. Next, move on to President Wim Wiewel, who will shake your hand. Proceed on across the stage to receive the congratulations of the commencement speaker and other platform party members. Finally, proceed down the steps at the far end of the stage where you will be photographed again with a backdrop. You will then 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.

**You will not need to return your regalia. It is yours to keep.**

### CHILDREN'S COMMENCEMENT INFORMATION

The Children's Ceremony will be held on May 19th immediately following commencement. It will be held at law school in classroom 2. The children will be presented 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](mailto:lawalum@lclark.edu).  
[http://law.lclark.edu/offices/alumni/events\\_and\\_reunions/childrens\\_ceremony/](http://law.lclark.edu/offices/alumni/events_and_reunions/childrens_ceremony/)

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

**See next page for cap and gown distribution information.**

Lewis & Clark Law School

Attn: Participating graduates

Subject: Cap & Gown Pickup (**NOT hood**)

Jostens will be on campus to distribute regalia:

Dates: Thursday, April 19 and Friday, April 20  
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 or email notice to give to the Jostens rep** when picking up the regalia giving them permission to release your regalia.

If it is impossible for you to get your regalia on those dates, you may also pick it up in the Career Services offices from April 23 to May 14.

**After May 14**, you may pick up your regalia 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). Please allow time.

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.

**No need to return your regalia. It is yours to keep.**

Thanks for your cooperation in the above matter and congratulations!