

MEMORANDUM

TO: Graduating Students (January, May and Summer 2015 LLM and JD grads)

FR: Martha Spence
Associate Dean for Academic Affairs

DT: January 15, 2015

RE: Law School Commencement, Saturday, May 23, 2015

Attached is a list of instructions and information concerning the graduation ceremony which will be held on Saturday, May 23, 2015 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. (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.

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.

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 22, 2015 at 2:00pm. It will be held in TBD.

All faculty, staff, students, friends and family members are welcome. You can find more information here:

https://law.lclark.edu/offices/registrar/commencement/baccalaureate_celebration/

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 Academic Affairs office behind the front reception desk in the LRC. Here is the link to commencement information:

<https://law.lclark.edu/offices/registrar/commencement/>

Martha Spence
Associate Dean for Academic Affairs

**LEWIS & CLARK LAW SCHOOL
2015 COMMENCEMENT
INSTRUCTIONS TO GRADUATES**

TIME AND PLACE

Law Commencement will be held in Pamplin Sports Center or at Griswold Stadium at 11:00a.m., Saturday, May 23, 2015. The ceremony usually lasts approximately 1 hour and 45 minutes. 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 5th & 6th

Caps and gowns can be picked up at the law school in the student lounge on Tuesday, May 5th and Wednesday, May 6th . 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. After May 6th, your regalia will be in the Career Services office until May 19.

After May 20, all regalia will be off campus. 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).**

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 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 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 23rd. 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 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. 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 Barry Glassner 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.

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 (in the LRC) 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 23rd immediately following commencement. It will be held at law school in TBD room. 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.

RECEPTION: A short 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: January 2015 & May - Summer 2015 Graduates (JD and LLM)
Subject: Cap & Gown Pickup

Jostens will be on campus to distribute regalia:

Tuesday, May 5th and Wednesday, May 6th
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 those dates, you may also pick it up in the Career Services office until May 19. After May 19, 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).

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 at the top of doorways in the Legal Research Center directing grads to room 336.

Thanks for your cooperation in the above matter and congratulations!