

2009 Spring Commencement



Instructions

The information in this booklet answers some of the common questions to help make your Commencement a memorable occasion. The Commencement Ceremony lasts about two and one half hours from the time the graduates enter the Rose Garden Arena until the exit march. Out of respect to other graduates and guests, please remain in the Rose Garden Arena until the recessional. Wearing academic regalia is required for participation in the Spring Commencement Ceremony. For information not in this booklet, please visit the Commencement website at <http://www.pdx.edu/commencement> or contact the Office of the Dean of Students at 503.725.4422 or via email at commencement@pdx.edu.

Schedule for Saturday, June 13, 2009

8:00 a.m.	Rose Garden doors open to guests with green "Access" tickets
8:30 a.m.	Rose Garden doors open to guests with grey "General Admission" tickets
8:45 a.m.	Students must report to the assembly area no later than 8:45 a.m.
9:15 a.m.	Academic procession lines begin to form
9:30 a.m.	Academic procession begins to move into the Rose Garden Arena
10:00 a.m.	Commencement ceremony begins
12:30 p.m.	Commencement ceremony ends

Regalia Information

Bachelor's degree recipients will purchase their cap and gown. Master's degree recipients will purchase their cap, gown, and hood. Doctoral candidates will rent their doctoral regalia.

Caps, gowns, announcements, thank-you cards and other graduation merchandise may be purchased from the PSU Bookstore at 1715 SW 5th Avenue.

All gowns are black. Bachelor's degree recipients wear a tassel indicating, by color, the PSU college or school conferring the degree. Dual major recipients wear one tassel, although a second tassel may be purchased as a souvenir. If a student's majors are in different colleges or schools, the student must decide which major and college or school to use.

The academic cap is adjusted to remain level. The academic gown is fastened in the front. The tassel on the cap hangs on the right side when you enter the Rose Garden Arena. After the conferring of all degrees, you will be directed to switch tassels to the left side. Master's degree recipients wear their hoods throughout the ceremony. Doctoral degree recipients are to carry their hoods; doctoral recipients will be hooded by their adviser during the ceremony.

Guests and Tickets

Guest seating is ticketed. All guests, including infants and children, will need a ticket. Students registered to participate in the ceremony do not need a ticket. The Rose Garden Arena doors will open at 8:00 a.m. for guests with green "Access" tickets. Doors open at 8:30 a.m. for all guests with grey "General Admission" tickets. Seating is on a first come, first served basis. Guests will not be permitted on the Rose Garden Arena floor or in the assembly area at any time. Please make sure that your guests are aware of the opening times and other pertinent information.

Graduates Needing Accommodations

Graduates needing accommodations should assemble with their college or school. If you have any questions, please contact the Office of the Dean of Students at 503.725.4422 or email commencement@pdx.edu.

Rehearsal

There is no rehearsal due to the number of individuals participating in the ceremony. Faculty marshals and commencement volunteers assist with all aspects of your participation. **Graduates must be in the assembly area no later than 8:45 a.m.**

Distribution of Diplomas

Diplomas are not distributed at Commencement. After degree clearance, June graduates will be notified when and how diplomas can be obtained. Pick-up will be from the Office of Degree Requirements, located in Room 104 of Neuberger Hall lobby. Third-party pick-ups require written permission and an ID card.

Please note that all academic requirements must be fulfilled and all financial obligations satisfied before your diploma can be released. Academic matters need to be addressed with your adviser. For information on clearing financial questions, please call the Bursar's Office at 503.725.3440.

Photographs and DVDs

Professional photographers and production personnel will take photographs and video at the ceremony. Photographs of all graduates will also be taken as they shake hands with the Provost or Dean. A free proof will be sent to each graduate's home within two weeks of the ceremony. Individuals may purchase prints from the photographer. There is no obligation to order photographs.

Family members and friends who wish to take photographs of portions of the ceremony are requested to remain in their seats rather than stand in the aisles. Access to the Rose Garden Arena floor for pictures during the ceremony is not permitted. Ushers have been instructed to request that photographers refrain from interfering with the view of others.

A professional DVD of the ceremony will be available only from the Office of the Dean of Students at a cost of \$30.00 per DVD. The cost includes postage. The order form may be found at <http://www.pdx.edu/commencement>. Payment must accompany the order. Checks should be made payable to Portland State University. For more information, please contact the Office of the Dean of Students at 503.725.4422 or via email at commencement@pdx.edu.

Assembly

All students must report to the Memorial Coliseum Exhibit Hall assembly area no later than 8:45 a.m. on Saturday, June 13, 2009. The Exhibit Hall is located on the lower level of the Rose Quarter Commons near the Memorial Fountain. There will be signs and volunteers directing you to the proper area. Please leave purses and valuables with family or friends as there will be no secured area in which to leave them during the ceremony. Please check-in with the faculty marshal representing your department. They will have a list of graduates who have registered for Spring Commencement and will indicate that you are present. Once you check-in with your marshal, we will include you in our count of participating students, ensuring all graduates have a seat.

Latecomers

If you arrive late, please report to the assembly area and fill out a name card, if needed. A volunteer will help you locate your academic area.

Procession into the Rose Garden Arena

Faculty marshals will begin forming the procession in the assembly area at 9:15 a.m. You are not required to assemble alphabetically. If you wish to sit next to a friend, simply stand in line in front or behind the person while forming the procession. At 9:30 a.m., faculty marshals will begin leading the lines of graduates for entrance into the Rose Garden Arena. The ceremony will begin with the entry of the graduates, followed by the faculty from the colleges and schools, and finally by the platform party. All graduates will be seated on the Rose Garden Arena floor. Faculty marshals will direct you to your proper seats. Please be seated upon arriving at your seat.

Conferring of Degrees

At the appropriate time, the Provost will ask the doctoral graduates, then the master's and bachelor's candidates, to rise, and the President will ceremonially confer your degree. You will then be seated until you are called forward for the greeting march, during which your name is called as you cross the stage.

Doctoral Degrees

After degree conferral, the faculty marshal will direct you and your adviser to come forward to the stage. You will present the name card (face up) to the reader. As your name is read, your adviser will place your hood around your collar. You will then proceed across the stage to shake hands with the Provost, President or Dean, and then return to your seat.

Master's and Bachelor's Degrees

The Provost will ask the Master's degree recipients to come forward and be greeted. Faculty marshals will signal you to rise and will lead you forward. At the completion of the Master's degree conferrals, the Provost will ask the bachelor's degree recipients to come forward. As the greeting march starts, the faculty marshal will signal you to rise. Hand your name card to the reading marshal with your name facing up. Your name will be read as you approach the Dean. Diplomas are not distributed during the ceremony.

A professional photographer will take your picture as you and the Dean are shaking hands. Please step away quickly, so the photographer can take the next picture. Then return to your seat. Out of respect to other graduates and their guests, you are expected to remain until all have completed the greeting march.

Names at Commencement

Only those graduates who actually attend the Commencement Ceremony will have their names read. Reader cards will accompany this booklet. Students who do not receive or who forget their reader cards will need to fill one out on site the day of the ceremony. Please do not fold, bend, mutilate, or otherwise maul your reader card. Damaged cards make it difficult for readers to pronounce your name.

If you are using a name different from the one used at school, please indicate both names on the reader card. Please complete the address section on the reader card. This will aid the photographer in identifying you.

All 2009 Spring term and 2009 Summer term degree candidates and all degree recipients from 2009 Winter term and 2008 Winter term will have their names printed in the commencement program provided they met the deadline set by the Office of Degree Requirements.

Recessional

After all have been greeted, the Provost and the President will conclude the ceremony with a few words and instructions (tassels will be moved from the right to the left). Graduates rise and remain standing until the recessional of the platform party is concluded. Students will exit the way they entered. Please arrange to meet family and friends on the mezzanine level of the Rose Garden Arena.

Note to Participants

Commencement, while a joyful event, is also a solemn and thoughtful time for graduates. Please respect the rights of other students and their families during the entire ceremony. Faculty marshals will be present to assist you in the event of an emergency.



Directions, Parking, and Transportation

Traffic around the Rose Garden Arena on the day of Commencement can be frustratingly congested. All guests and graduates are encouraged to take advantage of Tri-Met public transportation or find an alternate mode of transportation to the event. Please allow extra travel time to arrive at the Rose Garden Arena on time.

Directions to the Rose Garden Arena are available at www.rosequarter.com. Please refer to the map above. Public transportation information and schedules are available at www.trimet.org or at 503.238.7433.

Limited parking is available at the Rose Garden Arena for between \$6.00 and \$13.00 per vehicle.

Rose Garden Arena Policies

Alcohol is not permitted in the Rose Garden Arena. No one carrying alcoholic beverages will be allowed to enter. The Rose Garden Arena is also a non-smoking facility. Helium balloons are not permitted in the Rose Garden Arena. If guests bring a helium balloon, they will be asked to leave it outside the exterior doors. You and your guests' understanding and cooperation are vital to the success of the day's activities. Due to heightened security, Rose Garden Arena security staff may be randomly checking bags at the doors.

Questions?

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