

Instructions for Summer Commencement

Saturday, August 15, 2009

Portland State University's 2009 Summer Commencement Ceremony will take place on Saturday, August 15, 2009 at 11 a.m. in the Park Blocks outside of Smith Memorial Student Union, rain or shine. The ceremony lasts approximately one-and-a-half hours. The following information will answer some commonly asked questions and help make your commencement a memorable occasion.

Assembly Location

All graduates must report to Hoffman Hall no later than 9:45 a.m. Master's degree recipients will line up together. Signs posted in the auditorium will direct undergraduates to the designated areas for their college or school. Your dean will meet you there and give you further instructions. Only graduates are allowed in the assembly location. Please do not bring valuables with you as the auditorium will be closed after the procession.

Forming the Procession

Deans will form the procession in Hoffman Hall beginning at 10:30 a.m. At 10:45 a.m. the lines will begin to move outside and into position for the procession down the Park Blocks. The doctoral candidates will begin the processional promptly at 11:00 a.m., followed by the master's candidates, the bachelor's degree candidates, and the platform party.

Graduates with Disabilities

Graduates with disabilities who require special arrangements should have indicated this during registration. If you did not, please contact the Office of the Dean of Students via email at commencement@pdx.edu.

Guests and Seating

Relatives and friends are welcome to attend; Summer Commencement is not a ticketed event. Seating is extremely limited and is available only on a first-come, first-served basis. We encourage all guests to bring their own seating.

Parking

Parking is extremely limited. All guests and graduates are encouraged to take advantage of Tri-Met public transportation or to find an alternative mode of transportation to the event. Parking is available for \$5 in Parking Structure 1 (1872 SW Broadway, across from Neuberger Hall) and for \$3 in Parking Structure 3 (1631 SW 12th, next to the Helen Gordon Child Center). Parking Structure 2 is reserved for current PSU parking permits.

Regalia

Summer Commencement is a traditional, but less formal ceremony than Spring Commencement. Doctoral degree recipients are required to wear a cap and gown and to bring their hoods to the ceremony so that their advisers can hood them. All other students are encouraged, but not required, to wear a cap and gown. Master's candidates will not be hooded at this ceremony, so they should wear their hoods for the entire ceremony if they choose to wear regalia.

Caps, gowns, announcements, and thank you cards are available for purchase at the PSU Bookstore at 1715 SW 5th Avenue.

Photographs and DVDs

Arrangements have been made with Chappell Graduation Images to take photographs during the ceremony. A professional photographer will take photos of all graduates as they shake hands with the president or their dean. If you provide contact information on your reader card, you will receive a free, passport-sized digital proof of your photo on an order card within five to seven days following the ceremony. You may purchase prints from the photographer at www.gradimages.com; there is, however, no obligation to order photographs.

Cade Productions will film the entire ceremony and will contact students about purchasing DVDs after the ceremony. Again, there is no obligation to order DVDs.

Names at Commencement

Only students who register and actually attend the ceremony will have their names read. Students will pickup their reader cards in Hoffman Hall the day of the ceremony. To ensure that your name is properly read, please do not maul, tear, or otherwise destroy your reader card. Students will hand their reader cards to the name reader. The student's name will then be read as they cross the stage.

Printed Commencement Program

The Summer Commencement program contains the names of summer doctoral degree recipients and summer and fall bachelor's and master's degree candidates.

Distribution of Diplomas

Diplomas are not distributed at the ceremony. After degree clearance processing, all graduates will be notified by U.S. Mail with further instructions detailing how and when diplomas can be obtained. An authorization to mail the diploma will be included. Pickup will be from the Degree Requirements Office, 104 Neuberger Hall. Third party pickups require your written permission and your ID card.

Note: All financial obligations must be satisfied before a diploma can be released. For information on clearing financial matters, please call 503.725.3440. All degree requirements must be fulfilled before a degree can be awarded. A notification is mailed after final grades and degree clearance processing.

Schedule

9:45 a.m.	All graduates must report to Hoffman Hall
10:30 a.m.	Deans begin forming the procession
10:45 a.m.	The procession moves outside
11:00 a.m.	The procession begins
12:30 p.m.	The ceremony ends

Questions?

Contact the Office of the Dean of Students at commencement@pdx.edu or at 503.725.4422.