Instructions for Summer Commencement

Date: Saturday, August 18, 2012

Portland State University’s 2012 Summer Commencement Ceremony will take place on Saturday, August 18, 2012 at 4 p.m. in the Park Blocks outside of Smith Memorial Student Union, rain or shine. The ceremony lasts approximately two 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 3:00 p.m.

Doctoral degree recipients will line up together; master’s degree recipients will line up together; bachelor’s degree recipients will line up by school or college. Signs posted in the auditorium and along the Walk of the Heroines will direct students to the designated line-up areas. Your dean will meet you there. Only graduates are allowed in the assembly location. Please do not bring valuables with you, as the room will not be monitored.

Forming the Procession
Volunteers will form the procession beginning at 3:30 p.m. At 3:45 p.m. the lines will begin to move into position for the procession down the Park Blocks. The doctoral candidates will begin the processional promptly at 4:00 p.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 Viking Information Center 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. There will be overflow seating with a live video and audio feed in the Smith Ballroom. If the temperature is hot, this is a great option for guests who would prefer to be in air conditioning.

Parking
Parking is 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 in Parking Structure 1 (1872 SW Broadway, across from Neuberger Hall) and 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. 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. Master’s candidates will not be hooded at this ceremony, so they should wear their hoods for the entire ceremony. Regalia, including caps, gowns, tassels, and announcements can be purchased through the commencement website at www.pdx.edu/commencement.
Photographs and DVDs
Arrangements have been made with GradImages to take photographs during the ceremony. A professional photographer will take photos of all graduates as they shake hands with 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; there is, however, no obligation to order photographs. Students should contact GradImages’ Customer Service Department at service@gradimages.com or 1.800.261.2576 with ordering questions.

PSU’s Audio/Visual Department will film the entire ceremony. Students will be contacted 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
In line with PSU’s value of sustainability, the Commencement program does not contain student names to save paper. Student names can be viewed on the commencement website at www.pdx.edu/commencement.

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
3:00 p.m. All graduates must report to Hoffman Hall
3:30 p.m. Volunteers begin forming the procession
3:45 p.m. The lines begins moving
4:00 p.m. The ceremony begins with the procession
6:00 p.m. The ceremony ends

Questions?
Contact the Viking Information Center at commencement@pdx.edu or at 503.725.8240.