The information in this program answers some of the most common questions about Commencement, and will 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.

2012

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 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 conduct random checks of bags at the doors.

Questions?
For questions, please visit www.pdx.edu/commencement, or email commencement@pdx.edu.
Portland State University is an affirmative action/equal opportunity institution.

SCHEDULE FOR SUNDAY, JUNE 17, 2012

12:00 Rose Garden Arena doors open to guests with “access” tickets
12:30 Rose Garden Arena doors open to guests with “general admission” tickets
12:30 Students must report to the assembly area no later than 12:30 p.m.
1:15 Graduating students will begin to line up in order of academic discipline
1:30 Academic procession moves out of assembly hall
2:00 Commencement ceremony begins with procession into the arena
4:30 Commencement ceremony ends
Bachelor’s degree recipients purchase their cap and gown. Master’s degree recipients purchase their cap, gown, and hood. Doctoral candidates rent their doctoral regalia. Caps, gowns, announcements, thank-you cards, and other graduation merchandise may be purchased online at www.pdx.edu/commencement.

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 may be purchased as a souvenir. If the majors are in different colleges or schools, the student must decide which college or school’s tassel to wear.

Academic caps are adjusted to remain level, and academic gowns are 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 carry their hoods; they are hooded by their advisor during the ceremony.

Guests are not admitted to the Rose Garden Arena after 1:15 p.m. The Rose Garden Arena doors open at 1:00 p.m. for guests with “Access” tickets, and at 1:30 p.m. for guests with “General Admission” tickets. Seating is on a first come, first served basis. Guests will not be permitted on the arena floor or in the assembly area at any time. Please make sure that your guests are aware of the opening time and other information.

Graduates needing accommodations should assemble with their college or school. If you have any questions about accommodations, please email commencement@pdx.edu.

There is no rehearsal due to the number of individuals participating in the ceremony, but faculty marshals and commencement volunteers will be on hand to assist with all aspects of the ceremony. Graduates must be in the assembly area no later than 12:30 p.m.

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

Graduates must report to the Memorial Coliseum Exhibit Hall assembly area no later than 12:30 p.m. on Sunday, June 17, 2012. The Exhibit Hall is located on the lower level of the Rose Quarter Commons, near the Memorial Fountain. There will be signs to direct you to the proper area, as well as volunteers to answer questions. If at all possible, students should leave purses and valuables with family or friends, as there will be no secured area in which to leave them during the ceremony.

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.

At 1:15 p.m., faculty marshals will begin forming the lines for the academic procession in the assembly area. You are not required to assemble alphabetically, you will be seated with your academic department. If you wish to sit next to a friend, simply stand in line in front of or behind the person while forming the procession. The lines of graduates will then begin to leave the assembly area and walk to the entrance of the arena no later than 1:30 p.m. The ceremony will begin with the procession into the Rose Garden Arena at 2:00 p.m. Faculty marshals and volunteers will direct you to your proper location, and you may be seated.

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. Students are encouraged to verify that they are completing their degree requirements by running a Degree Audit prior to the ceremony. Participating in the ceremony does not necessarily mean that you earned a degree from Portland State University.

Doctoral degrees

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

The Provost will ask the master’s degree recipients to come forward and be greeted. Faculty marshals will signal you to rise and lead you forward. At the completion of the master’s degree recipients, 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 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, and 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 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 out one on site the day of the ceremony. Please do not fold or bend 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 your reader card. Please also complete the address section on your reader card. This will aid the photographer in identifying you.

Recessional

After all have been greeted, the Provost and the President will conclude the ceremony with a few words and instructions, and tassels will be moved from the right to the left. Graduates will rise and remain standing until the recessional of the platform party is concluded, then 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 a solemn and thoughtful time for many 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 arena. Directions to the Rose Garden Arena are available at www.rosequarter.com, or by calling 503.235.8771. Please refer to the map below. 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 $6.00 to $13.00 per vehicle.