Congratulations class of 2019!

The School of Business Commencement Ceremony lasts about two hours from the time the graduates enter the Viking Pavilion Arena until the recessional. Out of respect to other graduates and guests, graduates must remain in the Viking Pavilion Arena until the recessional. Wearing academic regalia is required for participation in the Spring Commencement Ceremony. The wearing of indigenous or ethnic regalia is allowed and welcomed at commencement.

The Viking Pavilion may be found on the Portland State University Campus Map. Tickets may be purchased online or in-person at the PSU Box Office Ticket Window at the Viking Pavilion Arena on the day of commencement.

Alcohol is not permitted in the Viking Pavilion. No one carrying alcoholic beverages will be allowed to enter. The Viking Pavilion is also a non-smoking facility. Balloons are not permitted in the Viking Pavilion. If guests bring a balloon, they will be asked to leave it outside the exterior doors. There is no space for strollers in the arena. Strollers need to be left at the entrance to the arena. No pets are allowed in the pavilion, service animals only please. Please notify your guests and plan accordingly. You and your guests' understanding and cooperation are vital to the success of the day's activities.

Congratulations,

THE SCHOOL OF BUSINESS

Portland State University
**ACCESSIBILITY**
Graduates with concerns regarding commencement should contact The School of Business at sbcommencement@pdx.edu. Additional information may be found in this guide and at pdx.edu/commencement. Closed captioning will be available during the ceremony for graduates and their guests.

**ETIQUETTE**
This is your event to honor your accomplishments. Family, friends, colleagues, faculty, and staff will be present to applaud your hard work. Out of respect to other graduates and guests, graduates must remain seated in the Viking Pavilion until the recessional. All participants will be expected to conduct themselves in a mature and responsible manner. Alcohol is not permitted. No one carrying alcoholic beverages will be allowed to enter. The Viking Pavilion is also a non-smoking facilities. Balloons are not allowed. If guests bring a balloon, they will be asked to leave it outside the exterior doors. No pets are allowed in the pavilion, service animals only please. You and your guests’ understanding and cooperation are vital to the success of the day’s activities.

**REHEARSAL**
There is no rehearsal for commencement due to the number of individuals walking. Faculty Marshals and commencement volunteers assist with all aspects of your participation.

**ASSEMBLY**
Graduates should go directly to the Peter Stott Center which is connected to the Viking Pavilion. Please use the entrance located near the Community Recreation Field and the Millar Library. There will be signs to direct you to the proper area as well as volunteers to answer questions. If at all possible, please leave purses and valuables with family or friends, as there will be no secured area in which to leave them during the ceremony.

**TRANSPORTATION & PARKING**
Traffic around PSU and the Viking Pavilion on commencement day can be congested, so all guests and graduates are encouraged to take advantage of Tri-Met public transportation or find an alternate mode of transportation to the event. Guests and graduates are encouraged to allow extra travel time in order to arrive at the arena on time.

Please note that the City of Portland Farmer’s Market will be happening at the same time. Their operating hours are: 8:30 AM - 2:00 PM on Saturday.

For parking information at Portland State University, including directions to campus, please visit the PSU Transportation & Parking homepage.

**NAMES**
Reader cards will be available in the assembly area where students line up at commencement. Only those graduates who actually attend will have their names read. Students will fill out a reader card in the assembly area of the Peter Stott Center located next to the Viking Pavilion on the day of commencement. 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.

**DIPLOMAS**
Diplomas are not distributed at commencement; however, you will receive a diploma cover. When students complete their degrees at Portland State University, the degree information is displayed on their transcripts as soon as the graduation certification process is complete, normally 6-8 weeks after final grades are posted.

Diplomas will automatically be mailed to the US address you provide on your degree application. If you wish for the diploma to be
mailed to an international address, you will be charged the actual international postage required. You will be contacted with postage information if you choose this option.

Questions about diplomas: askdars@pdx.edu.

WEARING REGALIA
All Portland State 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 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 Viking Pavilion Arena. After the conferring of all degrees, you will be directed to switch tassels to the left side. Master’s degree recipients carry their hoods until they are placed on during the ceremony.

If you have not purchased regalia, there will be a vendor on site, however additional fees will apply. The wearing of indigenous or ethnic regalia is allowed and welcomed at commencement.

PHOTOGRAPHS
Photographs of all graduates will also be taken as they cross the stage. A free proof will be sent to each graduate’s home within two weeks of the ceremony. Individuals may purchase prints from the photographer; however, 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 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.

DAY OF REGALIA AVAILABLE AT COMMENCEMENT
Regalia is available in the Peter Stott Gymnasium which will be used as the Assembly Area for the School of Business where graduates line up. Cash only. Options may be limited and stock may run out.

VIKING PAVILION/CAMPUS MAP
Graduates assemble in the Peter Stott Gymnasium located next to the Viking Pavilion. Guests go directly to the Viking Pavilion. Please see Campus Map.

QUESTIONS?
Email sbcommencement@pdx.edu.