TO: All Students Participating in Commencement  FROM: Linae Ishii-Devine, CMP, Director of Institute Events

On Saturday morning, meet at 12:15 PM in the McGowan Building to line up!

Winter Commencement on Saturday, December 12, 2015 at 1:00PM Location: Monterey Marriott San Carlos Ballroom, 350 Calle Principal, Monterey, CA

The following should give you some idea of how things will work on Saturday. If it raises questions that aren’t answered by the bottom of the page, please stop by my office (Office of Advancement, McGowan, Suite 300) or the Office of Student Services and ask us.

CAPS & GOWNS – Under your cap and gown, please dress in business attire. Men are asked to wear shirts and ties. Women are asked to wear dresses, skirts, or suits. The mortarboard is worn flat and straight on your forehead. For master’s candidates, the tassel goes on the left to signify previous possession of an academic degree. We’ll have safety pins and bobby pins if you need them, but it’s best to bring your own if possible. Caps and gowns are NOT mandatory; some students choose to wear suits or dresses or traditional clothes from their homelands.

All cap/gown/tassel orders can be picked from the Simoneau House, located at 456 Van Buren (right beside Student Services), beginning Friday, December 4th through Friday, December 11th from 9:00AM – 4:00PM.

INFORMATION FOR YOUR GUESTS – Doors open at noon for seating. Doors will be closed briefly at 1:00 p.m. to allow the procession in. Due to safety codes, no strollers will be allowed into the aisles or within seating areas at the Marriott. There will be an area in which strollers can be stored during the ceremony for guests. No animals or pets will be admitted into the Monterey Marriott unless they are official service dogs. If there are any guests with special needs (i.e., guests with wheelchairs, walkers, etc.), please contact Linae Ishii-Devine to make special arrangements. Guests will not be allowed to stand in the aisles while taking photos; however, there will be a photo area, monitored by our ushers, located near the stage that your guests should utilize when taking photos.

PARKING – See the commencement website for parking information. Parking lot locations are listed and parking maps are available at the Office of Student Services.

RAIN PLAN – In the event of rain, graduates will meet and line up in the Marriott in the San Carlos Ballroom Foyer. Please check the Graduating Student website at go.miis.edu/graduate for updates regarding this plan being implemented or look for signs on the McGowan Building the morning of commencement.

PHOTOGRAPHY – There is a designated area at the ceremony for your guests to take photos near the front of the stage, but the area tends to get congested. We ask that guests remain in their seats and proceed to the area only when their graduate is ready to receive a diploma. For the courtesy of others, we ask that you inform your guests of this.

Randy Tunnell, our official photographer, will be on-site to take photos of you at the McGowan Building as well as you receiving your diploma. To view and purchase photos, please visit http://bit.ly/1Ren9rW (Password: miis15).

ALUMNI INFORMATION AND GRADUATE GIFTS – Alumni Gifts and Memorabilia Items
You will be able to pick up alumni information, your free alumni gift, and purchase Middlebury Institute memorabilia items at the Simoneau Alumni House, located at 456 Van Buren (right beside Student Services). The Simoneau Alumni House will be open on December 4th – December 10th between 9:00AM – 4:00PM, December 11th between 9:00AM – 7:00PM and during the reception on December 12th between 2:00PM – 4:00PM. Please stop by to collect your gift and pass along your current email and mailing addresses, so that we can keep in touch with you.
CAP AND GOWN RECYCLE – You can keep your cap and gown; however, you may “donate” your gown if you do not want to keep it. The donated gowns will be raffled off to the next class of graduates. If you would like to recycle your gown to the next class of students graduating, please drop off your gown at the Simoneau House during the reception in the designated box between 2:00 p.m. and 4:00 p.m. A drawing will be held in the winter for graduates interested in receiving a donated gown.

SATURDAY, DECEMBER 12, 2015 DETAILS AND SCHEDULE

LINING UP BEFORE THE CEREMONY: – 12:15PM – All graduation candidates must arrive at the McGowan Building. Please come dressed in your cap and gown. MAIEF, MAIEP, MAIPS, MANPTS, MBA, MPA, and BA graduates will meet in McGowan 100. MACI, MATESOL, and MATFL graduates will meet in McGowan 102. Our staff will instruct you in lining up in alphabetical order and assist you with your hoods if needed. Important: During the line-up, you will receive a card with your name that you should keep with you, as you will hand the card to your graduate school Dean just before walking across the stage.

Do not bring coats, purses, or anything you don’t want to carry in the procession as there will be no storage area provided for these items. No strollers or animals (other than service dogs) will be allowed in the procession. NO ALCOHOL IS ALLOWED DURING THE COMMENCEMENT PROCESSION AND CEREMONY.

PROCESSIONAL – 12:55PM – All graduates will exit McGowan onto Pacific Street following Professor Lyuba Zarsky, the Grand Marshal. You will turn right onto Franklin Street, turn left onto Calle Principal, crossing Franklin, and walk to the Monterey Marriott, passing the main entrance and going up the outside set of stairs that will lead you to the San Carlos Ballroom. You will walk in a single file (escorted by Campus Security). Please pay attention to Security during the procession and follow any directions they may give you. The order is: 1) Bagpipes played by Professor Mike Gillen; 2) Flags; 3) Vice President’s Party (Vice President, speakers, and deans); 4) Faculty led by Professor Jean Turner; and 4) Graduates led by Professor Lyuba Zarsky.

1:00PM – Professor Zarsky will lead you into the San Carlos Ballroom to the center section of chairs. Continue to march in single file upon entering the Ballroom. An usher will count off the number of graduates per row and will also start a new row at the beginning of each School (pink card). Remain standing until told to sit.

DURING THE CEREMONY – Vice President Dayton-Johnson will announce when it is time for specific groups to stand and sit. Please listen carefully to his instructions. After the conferring of degrees, specific master and bachelor degree program categories will be asked to rise and come to the stage to receive diplomas.

You will be handed a diploma cover (actual diplomas will be mailed to you by the Records Office) and shake hands with Vice President Jeff Dayton. Go down the stairs on the opposite side of the stage and return directly to your seat, but do not sit down until ALL students in your School have crossed the stage and returned to their seats. Listen to Vice President Dayton-Johnson’s directions and watch Prof. Zarsky, to follow her lead in standing and sitting.

RECESSIONAL – The Vice President’s Party, and faculty, led by their marshal will leave the ballroom area in single file. Graduates will be dismissed from your seats after an announcement from the student speakers. Please pay attention to Security as you and your guests make your way back to the reception on campus.

RECEPTION 2:15PM – The reception begins at the Samson Center immediately following the commencement ceremony. We will serve light hors d’oeuvres, champagne, beer, and sparkling apple cider. (SMOKERS NOTE: Signs will be posted for designated smoking areas and we ask that you and your guests confine smoking to those areas – corner of the Samson Center Patio). The reception will conclude at 3:45PM.

FOR MORE INFORMATION – Visit the webpage at go.miis.edu/graduate

CONGRATULATIONS AND GOOD LUCK! WE’LL MISS YOU!