



TO: All Students Participating in Commencement
FROM: Linae Ishii-Devine, CMP, Director of Institute Events
Spring Commencement on Saturday, May 20, 2017 at 1:00PM Location: Colton Hall Lawn, Monterey, CA
All candidates must arrive at the McCone Building for lineup at 12:00 p.m.

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 up from the Simoneau House, located at 456 Van Buren (right beside Student Services), beginning Tuesday, May 16th through Friday, May 19th from 9:00AM – 5:00PM.

Please be considerate of what type of shoes you and your guests are wearing. The ceremony will take place outdoors on a lawn area with uneven surfaces. Spiked heels tend to sink into the grass making it difficult to walk. Wear flats or thicker heels if you can.

INFORMATION FOR YOUR GUESTS - See note about shoe attire above.

The weather is unpredictable, so please dress appropriately. Dressing in layers is recommended. In the past, it has been very warm at this time of year. We advise you and your guests to wear sunblock and wear hats to protect yourselves from the sun as most of the seating is in the direct sun and the ceremony lasts a couple of hours. No umbrellas will be allowed for sun shade as they obstruct other guests' viewing unless it is raining. Guests are encouraged to bring water in reusable water bottles when possible and be sure to stay hydrated. Due to safety codes, no strollers will be allowed into the aisles or within the seating areas of the lawn area at Colton Hall. There will be an area in which strollers can be stored during the ceremony. No animals or pets will be admitted into the ceremony unless they are official service dogs. If there are any guests with special needs (i.e., 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, the ceremony will still go on in the same venue. Your guests are advised to bring appropriate rain gear as there will be no shelter should it rain.

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.**

Robert Ellis, our official photographer, will be on-site to take photos of you at the McCone Building as well as you receiving your diploma. To view and purchase photos, please visit go.miiis.edu/gradphotosmay17.

FOR MORE INFORMATION - Visit the webpage at <http://www.miiis.edu/student-life/commencement>

SATURDAY, MAY 20, 2017 DETAILS AND SCHEDULE

LINING UP BEFORE THE CEREMONY: 12:00PM All graduation candidates must arrive at the McCone Building. Family and guests should proceed to Colton Hall at this time. All graduates will meet in the following locations, line up within degree or language group and march in the following order:

All GSIPM except MPA, BA, & GSIPM Certificate students – Irvine Auditorium; All MPA, BA, & GSIPM Certificate students – main lobby, upper atrium; All T&I degrees – lower atrium, carpeted area by language of study; MATESOL/MATFL– lower atrium, tiled area. 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 children, strollers or animals (other than service dogs) will be allowed in the procession. **NO ALCOHOL IS ALLOWED DURING THE COMMENCEMENT PROCESSION AND CEREMONY.** There will be a bottle of water under each graduate's chair at the ceremony site.

PROCESSIONAL – 12:50PM – All graduates will exit the McCone through the **upper level doors** following Dr. Fredric Kropp, the Grand Marshal. You will walk in a single file up Jefferson Street and cross Jefferson at Van Buren Street in the crosswalk (escorted by Campus Security). Please pay attention to Security during the procession and follow any directions they may give you. You will then walk down Jefferson Street and turn right onto Pacific Street to the lawn area at Colton Hall. The order is: 1) Bagpipes played by Professor Mike Gillen; 2) Flags; 3) President's Party (Middlebury President, MIIIS Vice President, speakers, and other dignitaries); 4) Faculty led by Professor Jean Turner; and 4) Graduates led by Dr. Fredric Kropp.

1:00PM – Dr. Kropp will lead you to the center section of chairs. Continue to march in single file upon entering the lawn area at Colton Hall. 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-Johnson, Middlebury President Laurie Patton, and Board of Overseers Chair George Lee. 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 Dr. Kropp, to follow his lead in standing and sitting.

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

RECEPTION 2:30PM – The reception begins at the Samson Center, and the adjacent parking lot, 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 4:00PM.

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 May 15th – May 18th between 9:00AM – 5:00PM, May 19th between 9:00AM – 7:00PM and during the reception on May 20st between 2:30PM – 5:00PM. 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 2:30 p.m. and 5:00 p.m. or during the week following graduation. A drawing will be held in the winter for graduates interested in receiving a donated gown.

CONGRATULATIONS AND GOOD LUCK! WE'LL MISS YOU!