

MEMORANDUM

TO: Graduating Students (January & May 2017 Masters, LLM and JD grads, and August LLM or Masters graduates)

FR: Libby Davis
Associate Dean for Student Affairs

DT: April 26, 2017

RE: Law School Commencement, Saturday, May 27, 2017

Attached is a list of instructions and information concerning the graduation ceremony which will be held on Saturday, May 27, 2017 at 11:00a.m. It will be held in Pamplin Sports Center on the Lewis & Clark undergraduate campus. Even though the ceremony starts at 11:00a.m., **you must be ready to go—in cap and gown—by 9:30a.m. (If you are on any of the three Law Reviews, you must be ready – in cap and gown – by 9:15a.m.** It will be time to line up at **9:50am** to have your name checked off and the pronunciation clarified. Once you are in line, **do not leave the line**. This is very important. There will be a lot of traffic and pedestrians, so allow time to park and get into the sports center. The most important thing is to please **BE ON TIME**. You can take picture with family/friends outside of the sports center after the ceremony.

If any of your guests have any special needs, please contact Reggie Raiford in the Business Services Office so special arrangements can be made. He can be reached at: raiford@lclark.edu or 503-768-6621.

There is no limit to the number of guests you can bring to the ceremony. There are no tickets needed. We do advise guests arrive early for parking and seating.

A baccalaureate service, sponsored by the Reuben Clark Law Society, Christian Legal Society, and Jewish Legal Society will be held. It will be on Friday, May 26, 2017 at 2:00pm – 4:00pm in the Diane Gregg Pavilion (next door to the Agnes Flanagan Chapel) Lewis & Clark College Campus 0615 S.W. Palatine Hill Road. Faculty, staff, students, friends and family members are welcome.

If you have any questions, you may contact Liz Hobbs at lhobbs@lclark.edu or feel free to stop by her office. She is located in the Student Affairs office behind the front reception desk in the LRC. Here is the link to commencement information:
<http://law.lclark.edu/offices/registrar/commencement/>

Libby Davis
Associate Dean for Student Affairs

**LEWIS & CLARK LAW SCHOOL
2017 COMMENCEMENT
INSTRUCTIONS TO GRADUATES**

TIME AND PLACE

Law Commencement will be held in Pamplin Sports Center, Saturday, May 27, 2017. The ceremony usually lasts approximately 1 hour and 45 minutes. A short reception for graduates and guests will be held on the Law School Campus immediately following commencement. Graduates must be at Pamplin Sports Center– in caps and gown– by 9:30a.m. (Members of the three Law Reviews must be ready by 9:15 a.m.)

CAPS AND GOWNS:

Caps and gowns can be picked up at the law school in the student lounge on dates Wednesday, April 26 and Thursday, April 27. Pick up times are 11am-2pm and from 5pm-6pm on both days. (SEE last page of this document). **You will not be picking up your hood.** The regalia bag says there is a hood, but there isn't. You will be "hooded" on stage. There are no tassels. You must pick up your regalia (cap & gown) on one of these two days. If you are unable to pick up your regalia yourself, you may have somebody pick it up on your behalf. You need to provide that person with a written notice **to give to the Jostens rep, not Liz**, on distribution day for permission to release your regalia to them. After Thursday, April 27, your regalia will be in the Faculty Reading Room until Tuesday, May 23 (between 9am – 5pm). The Faculty Reading Room is on the floor below the student lounge, to the left and at the end of the hall. Please do not disturb other student's regalia that might not have been picked up yet. There should be extra gowns and caps.

After May 23, - All regalia will be off campus and can't be picked up until the day of commencement. On the day of commencement, you can pick it up **between 8:15 and 9:30 a.m. at Room 126 of Zehntbauer Swimming Pavilion (adjacent to the Pamplin Sports Center on the upper campus)**. **Allow time for this if you are picking up at the pavilion. Return all regalia (even the hood) to law school classroom 4 after the ceremony.**

COMMENCEMENT DAY

Graduates need to arrive at Pamplin Sports Center at 9:30 a.m. Any graduates who are members of any of the three Law Reviews, need to be ready by 9:15 a.m.

PHOTOGRAPHS -- 9:30 a.m. on Commencement Day

Gather inside the Sports Center where a group picture will be taken. A commissioned photographer will take a group picture at 9:45 a.m. – students need to assemble and pose for the photograph at 9:30 a.m. A group picture of members of all three Law Reviews will be taken at 9:15 a.m.

A picture will also be taken of each graduate on stage with Dean Johnson. To check your proofs following graduation, go to www.gradimages.com and pre-register your email address.

Once there, click on pre-event registration at the top of the screen, type in Lewis and Clark and your ceremony will appear as last on the list for May 27th. Click on that and it will take you in to register your email address as well as up to 6 others of family and friends. When your photos are identified, you and anyone else you have given email addresses for, will receive an email giving you the website link and your customer number to view and online.

FORMATION FOR PROCESSIONAL – 9:50 AM on Commencement Day

This occurs inside the front of the Pamplin Sports Center. Graduates will be assembled in lines for the processional by faculty members serving as marshals. The marshals will check the list and cross off the names of anyone not present so that no one's name is called if they are not there. Associate Dean Emeritus Martha Spence will check pronunciation of all names. This takes one solid hour. Students who are not in line for the formation will not be on the list to be called at the ceremony. Once you are in line, **do not leave the line.** This is very important!

THE PROCESSIONAL – 11:00 A.M. on Commencement Day

Follow the instructions of the faculty marshals. The students lead the processional followed by the faculty and the platform party.

CONFERRING OF DEGREES

Following the commencement address, the Dean will “present” the class. She will ask all the graduates to stand and then the graduates will be asked to come forward to receive their degrees.

Graduates will come forward by rows. The faculty marshal will instruct each row when it is time to proceed toward the stage. Leave your cap on your seat as you will be hooded on stage. When you are the next to be called, stop at the bottom of the steps until your name is called.

As soon as your name is read, proceed up the steps to the faculty member who is hooding the graduates. Turn to face the audience and the faculty member will hood you.

After you are hooded, walk to Dean Johnson who will hand you your diploma. A photographer will take your picture as Dean Johnson hands you your diploma. Next, move on to Interim President David Ellis, who will shake your hand. Proceed on across the stage to receive the congratulations of the commencement speaker and other platform party members. Finally, proceed down the steps at the far end of the stage where you will be photographed again with a backdrop. You will then be directed to your seat by a faculty marshal.

When you return to your seat after receiving your degree, *remain standing* until all graduates have received degrees. At that time all the graduates will be seated.

RETURNING CAPS, GOWNS and HOODS: After the graduation ceremony, please return your cap, gown, and hood to the Josten's representative who will be in McCarty Classroom 4 at the law school. **Charges will apply** to those who don't return their regalia, so please make sure all regalia is returned this day.

CHILDREN'S COMMENCEMENT INFORMATION

The Children's Ceremony will be held on May 27th immediately following commencement. It will be held at law school in McCarty Classroom 3. The children will be presented with a personalized certificate thanking them for their contribution to your education. **Please submit** the name of the child(ren) and a physical mailing address to the Office of Alumni Relations lawalum@lclark.edu.

http://law.lclark.edu/offices/alumni/events_and_reunions/childrens_ceremony/

RECEPTION: A short reception will be held after graduation at the Law School. We hope that your family and friends will join you there.

See next page for cap and gown distribution information.

Lewis & Clark Law School

Attn: January 2017 & May 2017 Graduates (JD, Masters and LLM)
LLM and Masters are also January, May and August
Subject: Cap & Gown Pickup (NOT hood)

Jostens will be on campus to distribute regalia:

Dates: Wednesday, April 26 and Thursday, April 27
11:00am – 2:00pm
And
5:00pm – 6:00pm

Location: LRC-Student Lounge

You must pick up your regalia on one of the two days that will be scheduled. If you are unable to pick up your regalia yourself, you may have somebody pick it up on your behalf. You will need to provide that person with a written notice to give to the Jostens rep when picking up the regalia giving them permission to release your regalia.

If it is impossible for you to get your regalia on those dates, you may also pick it up in the Faculty Reading Room (between 9am – 5pm) until May 23. The Faculty Reading Room is on the floor below the student lounge. Go left through the double doors and all the way to the end of the hall. After May 23, you may pick up your regalia between 8:15 and 9:30 a.m. the morning of commencement at Room 126 of Zehntbauer Swimming Pavilion (adjacent to the Pamplin Sports Center on the upper campus). Please allow time.

You will not be picking up your hood at this time. You will be “hooded” on stage during the ceremony. You will only be receiving your gown and cap on the dates above. The bag says there is a hood, but there isn't.

There will be extra gowns and caps at the college on the day of commencement for those who might have size issues.

Graduates are to return their cap, gown & hood to McCarty Classroom 4 at the Law School immediately after the commencement. Charges apply to regalia not returned. Directional signs will be posted to Classroom 4.

Thanks for your cooperation in the above matter and congratulations!