



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

**On Saturday morning, meet at 12:15PM dressed (12:00PM if you need help with regalia) in the McCone Building**

**Spring Commencement**  
**Saturday, May 19, 2018 at 1:00PM**  
**Colton Hall Lawn, Pacific Street between Madison and Jefferson Streets**

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 Alumni Office, located on the 3<sup>rd</sup> floor of the McGowan Building at 411 Pacific Street, beginning Wednesday, May 16<sup>th</sup> and Thursday, May 17<sup>th</sup> from 9:00AM – 4:00 PM and Friday, May 18<sup>th</sup> from 9:00AM – 2:00PM.

**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. The Alumni Relations Office is pleased to offer complimentary Commencement ceremony photographs to our graduate students. Details will be provided by email once photos become available.

**FOR MORE INFORMATION** - Visit the webpage at <https://www.middlebury.edu/institute/events/commencement>

## SATURDAY, MAY 19, 2018 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, – Irvine Auditorium; All MPA - main lobby, upper atrium; All T&I (by language) and TLM – lower atrium, carpeted area by language; TESOL/TFL– 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. However, we encourage you to bring your own reusable water bottle for the ceremony (there will be water at Colton Hall if you need a refill). 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.**

**PROCESSIONAL – 12:50PM** – All graduates will exit the McCone through the **upper level doors** following Prof. Mikkelson, 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) Bagpipe player; 2) Flags; 3) President's Party (Middlebury President, MIIS Vice President, speakers, and other dignitaries); 4) Faculty led by Professor Laura Burian; and 4) Graduates led by Professor Holly Mikkelson.

**1:00PM** – Professor Mikkelson 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. Programs will be available at the end of each row in a basket so please pass them down the row once seated.

**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 member Jed Smith. 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. Mikkelson, to follow her lead in standing and sitting.

**RECESSIONAL** – The President's Party and faculty will leave the lawn area in single file. Graduates will be dismissed from 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** – 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 that area – the corner of the Samson Center Patio).

**ALUMNI INFORMATION, GRADUATE GIFTS, & MEMORABILIA ITEMS** – You will be able to pick up alumni information and your *free* alumni gift from the Alumni Relations Offices located on the 3rd floor of the McGowan Building, 411 Pacific Street on Wednesday, May 16<sup>th</sup> and Thursday, May 17<sup>th</sup> from 9:00AM – 4:00 PM and Friday, May 18<sup>th</sup> from 9:00AM – 2:00PM. 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. The gift shop will be open on Saturday, May 19<sup>th</sup> from 2:30PM – 5:30PM so you may purchase Middlebury Institute memorabilia.

**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 Samson Center during the reception in the designated box or at the gift shop between 2:30 and 5:30 p.m. on Saturday. A drawing will be held in the winter for graduates interested in receiving a donated gown.

**CONGRATULATIONS AND GOOD LUCK! WE'LL MISS YOU!**