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COMMENCEMENT

Congratulations, seniors! This May we celebrate your academic achievements with a variety of activities, culminating in the conferring of degrees at a formal ceremony on Commencement Day. You are no doubt very excited about this occasion—and rightfully so. You have worked hard for this day!

As your final weeks at Middlebury fly by, please remember that this event means a great deal to your family as well. They will want to know what to expect, and you will need to understand what is expected of you. Please take a moment to review this handbook and share this information with your family.

DEADLINES

MAY 1
Notify the Registrar’s Office if you are planning to participate in the Commencement ceremony. For double and joint majors, declare which department you wish to march with. Note: Nongraduating seniors may march and be seated with graduating seniors, but they will not cross the stage for a diploma

MAY 1
Returning Febs must contact the residential systems coordinator to arrange for on-campus Commencement Weekend housing.

MAY 6
Order graduation announcements for delivery before Commencement.

MAY 23
BY NOON: Notify the Registrar’s Office if you are not planning to attend graduation.

MAY 25-27
8:30 a.m. to 5:00 p.m.: Pick up cap, gown, and keepsake Commencement invitations at the bookstore. Open until 7:00 p.m. on Friday, May 27.

MAY 28
8:30 a.m. to 5:00 p.m.: Last chance to pick up cap, gown, and keepsake Commencement invitations at the bookstore

MAY 29
COMMENCEMENT DAY
9:00 a.m.: Senior lineup, east side of Old Chapel.
3:00 p.m.: Checkout for Bread Loaf, Hepburn Hall, and Gifford Hall guests (no exceptions).
11:00 p.m. (at the latest): Graduates must be moved out of residence halls.

Details about these deadlines are in this handbook and on the Commencement website at go.middlebury.edu/commencement.

SENIOR WEEK PROGRAM

The Senior Week activity schedule is publicized in early spring. The Senior Week Committee handles Senior Week activities. Email tsc@middlebury.edu with questions.

COMMENCEMENT WEEKEND PROGRAM

For a complete weekend program of events, visit go.middlebury.edu/commencement. Details may change, so please confirm dates and times in May.
OVERVIEW

ATTENDANCE
We encourage all graduating seniors to attend the Commencement exercises. The Registrar’s Office sent you an email in February to declare your intent to graduate.

FEB GRADS AND NONGRADUATING SENIORS

PARTICIPATION
We invite Feb grads to return in May to participate in Commencement with fellow graduating seniors to receive their diplomas.

Nongraduating seniors who will complete their degree requirements after May but by February of the following year can participate in the Commencement ceremony, wear a cap and gown, and march with their department. However, they do not walk across the stage for a diploma. They remain seated while the graduating seniors receive diplomas and canes. President Patton will recognize Febs and those who have not yet completed their degree requirements as a group during the ceremony.

Please notify the Registrar’s Office (registrar@middlebury.edu) no later than May 1 if you are planning to participate in Commencement. Please indicate your name as you wish it to appear on the Commencement program, as well as your hometown or city, and state or nation. Double and joint majors must indicate which department they wish to march with.

HOUSING
Nongraduating seniors (Feb ’17 or those completing degree requirements after May 2016 but by February 2017) are allowed to stay on campus during Commencement Week. In mid-May, all nongraduating seniors will receive door slips in their mailboxes. If you do not receive a door slip, please contact Residential Systems Coordinator Karin Hall-Kolts at khall@middlebury.edu.

Returning Febs must make special arrangements for on-campus weekend housing no later than May 1 by contacting Residential Systems Coordinator Karin Hall-Kolts at khall@middlebury.edu. Weekend housing is available from 5:00 p.m. on the Thursday of Commencement Weekend to 3:00 p.m. on Sunday.

Please note: All students must move out of residence halls no later than 11:00 p.m. on Commencement Day so the College can prepare rooms for Reunion Weekend and Language Schools. If possible, ship nonessential items home in advance and pack remaining items during Senior Week.

FEB CELEBRATION
Questions about the Feb Celebration in January should be directed to the Alumni Office at 802-443-5183. We regret that we are unable to offer housing for families and guests during Feb Celebration.

REQUIREMENTS
You must meet all graduation requirements to receive a diploma on stage during the Commencement ceremony. Nongraduating seniors may participate in Commencement exercises but will not be called to the stage (see Feb Grads and Nongraduating Seniors). Students unsure whether they have met all requirements should contact the Registrar’s Office at registrar@middlebury.edu.
REGALIA

Middlebury College provides complimentary caps, gowns, and tassels, which may be kept as souvenirs. You may pick up caps, gowns, and two keepsake Commencement invitations from the College bookstore (802-443-5334) on May 25–26 (8:30 a.m. to 5:00 p.m.), May 27 (8:30 a.m. to 7:00 p.m.), and May 28 (8:30 a.m. to 5:00 p.m.).

ATTIRE

Please honor this dignified occasion and your family by wearing appropriate clothing and footwear. Dress for the weekend is typically smart casual. All ceremony participants must wear regalia at Commencement.

TIPS

- You wear a tassel on the right side of the mortarboard until after the bachelor’s degree is conferred, at which time you move the tassel to the left.
- The dye in the gowns may bleed when wet. If it rains, you may want to wear rain gear beneath the gown to protect your clothing. The College provides ponchos at lineup that you can use for this purpose.
- Remember to remove your tassel before throwing your cap!

TICKETS

Tickets are not required for Commencement Weekend events. However, some indoor events have limited capacity. Seating is available on a first come, first served basis for the Baccalaureate service in Mead Chapel. A live broadcast of this service will be provided in Wilson Hall in McCullough Student Center and Dana Auditorium in Sunderland Language Center. Mead Chapel is not air-conditioned, so for guests who prefer a more comfortable setting, Wilson Hall and Dana offer cushioned seating and air-conditioning.

SENIOR AWARDS

Individual departments and programs will present departmental awards and prizes at their Commencement Weekend receptions or at other end-of-year events of their choosing. Departments or programs will notify students.

PHI BETA KAPPA

Students elected to Phi Beta Kappa, the nation’s oldest academic honor society, are notified via email no later than 5:00 p.m. the Thursday before Commencement. The Phi Beta Kappa ceremony is Saturday at 9:00 a.m. in the Olin C. Robison Concert Hall at the Mahaney Center for the Arts. Continental breakfast is available in the lobby at 8:30 a.m. Phi Beta Kappa recipients and their guests are welcome.

PRIVATE PARTIES

Graduating seniors may reserve certain residence hall lounges for small private gatherings on Friday and Saturday of Commencement Weekend. Gatherings may not be scheduled on Commencement Day. Nonresidential College facilities and/or outdoor public areas are not available for private parties, and no tents may be erected.

Seniors must make reservations for these gatherings no later than May 1. Please review party regulations and complete a registration form at go.middlebury.edu/party before reserving a space; then fill out an event reservation request form at go.middlebury.edu/scheduling. (Log in with your Middlebury username and password.) Family members may not make reservations.

Due to high demand on Commencement Weekend, the College cannot provide equipment and support services for private events. The people hosting the party are responsible for tables, chairs, catering, setup, and cleanup. Caterers must be on the College’s list of approved caterers (go.middlebury.edu/catering). If alcohol is to be served, the laws of the state of Vermont must be adhered to. Private parties cannot be held in those facilities licensed by the College.
DINING
The College offers several complimentary meals as part of the weekend event. Those and additional dining options are listed on the Commencement website’s Dining page.

ACCESSIBILITY SERVICES
The College offers services for guests with disabilities during Commencement Weekend. Please visit the Commencement website for details at go.middlebury.edu/commencement.

PHOTOGRAPHY
Professional photographers will photograph each graduate as they accept their diploma. Video highlights of Commencement Weekend will also be available. See the Commencement Gifts and Memorabilia section to learn about ordering photographs and videos.

We have reserved two areas for family photography. They are on either side of the senior-seating section near the stage (see Commencement Detail Map). Families may enter these areas to photograph their graduates as they approach and cross the stage. Families should arrive just before their graduate’s department is called to receive diplomas. We ask that people not linger as space is limited.

COMMENCEMENT GIFTS AND MEMORABILIA
ANNOUNCEMENTS, INVITATIONS AND CLASS RINGS
Seniors are given two keepsake Commencement invitations when they pick up their caps and gowns at the College bookstore.

JOSTENS, INC. (800-854-7464) www.jostens.com
Jostens offers class rings and personalized Commencement announcements you can send to family and friends. Please order at least three weeks in advance to receive before Commencement.

You may purchase nonpersonalized Middlebury College graduation announcements from the College bookstore.

GRADUATE PHOTOS
GRADIMAGES (800-261-2576) www.gradimages.com
GradImages photographs each graduate receiving his or her diploma. Please visit the website for further information regarding purchasing photographs.

DVD
COLLEGIATE VIDEO (802-365-4414) www.collegiatevideo.com/order
Middlebury College has authorized Collegiate Video to produce a keepsake DVD featuring highlights from both the Baccalaureate and Commencement ceremonies. This DVD will include footage of graduates being announced, crossing the stage, and receiving their diplomas. An order form is included in a March Commencement mailing to parents, or you can order online. DVDs are approximately 90 minutes long.
CLASS PHOTO
On Friday, the senior class gathers in front of Mead Chapel for a class photo. Check the Senior Week schedule for the time. Order forms are handed out at the photo shoot. Please make sure you get one.

GIFTS FROM THE BOOKSTORE
Please visit the bookstore’s online graduation center at go.middlebury.edu/bookstore. Commencement flowers and T-shirts may also be ordered in advance. The bookstore is located in the lower level of Proctor Hall. It will be open Commencement Weekend on Friday 8:30 a.m. to 7:00 p.m., Saturday 8:30 a.m. to 5:00 p.m., and Sunday 8:30 a.m. to 3:00 p.m.

GETTING HERE

INTERNATIONAL GUESTS
International guests may need to apply for a tourist visa for entry into the United States to attend Commencement. After consulting with the U.S. Embassy or Consulate in the guest’s home country, it may be determined that an invitation letter is recommended for the visa application process. Students can request invitation letters from International Student and Scholar Services (ISSS) and should do so in a timely manner to ensure guests can obtain their visas in advance of their planned travel. For more information about ISSS invitation letters, please consult our International Guest Travel page on the Commencement website. Please contact ISSS at 802-443-5858 or isss@middlebury.edu if you have questions.

LODGING
We encourage parents and guests to make arrangements with other area lodging establishments as soon as possible. We do not allow sleeping in unreserved spaces on campus. Information on area lodging for Middlebury and the surrounding areas of both Vermont and New York can be found on the Lodging page of the Commencement website.

DIRECTIONS

FROM THE BURLINGTON INTERNATIONAL AIRPORT
Coming out of the airport, turn left on Airport Road. At the stop light, cross the intersection onto Kennedy Drive. At the second light, enter Route 189 (West to Route 7). At intersection of Route 7, turn left and continue south to Middlebury (30 miles). At the large white Congregational Church, turn right and continue through town. At the roundabout, bear right onto Route 125. Go past St. Mary’s Church and the College will be on your left.

DRIVING DIRECTIONS
Driving directions from around New England can be found at www.middlebury.edu. Click the directions link at the bottom of the main page.

GPS LOCATIONS
GPS locations for primary parking areas off Route 30 are 72 Porter Field Road and 219 South Main Street.
**PARKING AND SHUTTLE SERVICE**

Several locations around campus have parking for the general public. There will be continuous shuttle service from these lots to the Commencement site. (See the Parking and Shuttle Map on page 10 for more detail.)

*Traffic will be heavy.* We encourage guests at hotels and inns in town to take advantage of free shuttle service, which departs approximately at 7:30 a.m., 8:15 a.m., and 9:00 a.m.

<table>
<thead>
<tr>
<th>CAMPUS SHUTTLE SITES:</th>
<th>FREE SHUTTLE SERVICE IS AVAILABLE FROM THE FOLLOWING:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Mahaney Center for the Arts</td>
<td>• The Inn on the Green</td>
</tr>
<tr>
<td>• Freeman International Center (FIC)</td>
<td>• Courtyard Marriott</td>
</tr>
<tr>
<td>• Alumni Stadium (weather permitting)</td>
<td>• Middlebury Inn</td>
</tr>
<tr>
<td>• Ridgeline</td>
<td>• Swift House Inn</td>
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**COMMENCEMENT DAY: WHAT TO EXPECT**

Commencement is held on the central campus lawn in the vicinity of Munroe and Voter Halls. The College hosts an outdoor ceremony so our graduates can invite family, friends, and guests. However, in the event of severe weather, the ceremony will be at the Peterson Family Athletics Complex. If this should happen, we will communicate all necessary logistics and information to the graduates by email, and we will post the new information on the Commencement website as soon as it is available.

*Be prepared for all weather conditions. (Bring warm coats, rain gear, hats, sunscreen, etc.) Wear shoes appropriate for damp, uneven, grassy terrain.*

**GUEST SEATING**

Seating is first come, first served. We respectfully ask that guests refrain from saving multiple seats for large groups.

**WHEN TO ARRIVE**

“Early birds” begin arriving at 8:30 a.m. Attendance will grow steadily by 9:30 a.m.

**RESERVED SEATING**

The graduating class sits in front of the stage. The Parents’ Committee and special guests sit immediately behind them. Faculty sit in tents on either side of the stage. An area for American Sign Language (ASL) interpretation is located to the graduates’ left, and an area for wheelchair seating is to the graduates’ right. These areas are clearly marked. General seating is behind the Parents’ Committee and special guest seating. (See Commencement Detail Map on page 11.)

**INDOOR VENUES**

A tent to provide sun or rain protection will be located behind the general seating area. For those who wish to be inside, we will provide a live broadcast of the ceremony in Wilson Hall in the McCullough Student Center (directly behind the rain tent) and Mead Chapel (up the hill).

**WHERE’S MY GRAD?**

Graduates sit with the department or program with which they chose to march and are called to the stage alphabetically by department. Whether a department sits to the left or the right of the center aisle depends on the number of graduates in each department, which we do not know until several days before the event. Staff at the program tables can tell guests where the departments are divided. (See Graduate Seating Chart on page 12.)
SERVICES

• Complimentary programs are available at the three small tents along the primary walkways into the Commencement site, as well as at the entrances to indoor venues. We will also offer large-print programs at these locations.
• Complimentary beverages such as coffee, tea, and water are available at the two round beverage tents.
• Flowers are available for purchase at the vendor tent on Storrs Walk.
• A first aid tent is staffed by members of Middlebury-Regional Emergency Medical Services for medical emergencies.
• The accessibility-services tent provides information and assistance for guests with disabilities.
• Student ushers can provide directions and assist with seating guests.
• Portable toilet facilities (including accessible toilets) are situated around the Commencement site’s perimeter for your convenience, as many campus buildings are locked for security reasons.

9:00 AM—GRADUATE REGISTRATION AND LINEUP

Graduates should arrive for lineup at 9:00 a.m. Please be punctual so we can verify attendance. You must check in at the registration tent at the Davis Family Library’s main entrance prior to taking your place in line. Your name will not be called at the ceremony if you have not registered. You will also receive the tassel for your cap at the registration tent.

You will line up alphabetically with the department or program with which you chose to march, which is listed on your intent-to-graduate form. (That decision cannot be changed on Commencement Day.) The procession will form on the paved walkway along Starr Hall and the Axinn Center. Graduates will form two lines facing Old Chapel. Signs will indicate the location of each academic department or program. You should assemble with your department or program and line up in alphabetical order.

9:50 AM—PROCESSION BEGINS

The processional music begins and the valedictorian, salutatorian, and student marshals lead graduates to the Commencement site. Please maintain the double line that was formed in lineup. The marshals will stop in the center aisle at the rear of the senior seating area, and the two lines of graduates will turn to face each other, allowing the faculty to process between them. Once the faculty have passed through, the marshals will proceed to the front and direct graduates to their seats.

See Commencement Detail Map on page 11.

10:00 AM—COMMENCEMENT EXERCISES BEGIN

The ceremony and the conferring of degrees take approximately two hours.

DIPLOMA

The folder you receive on stage at Commencement contains your diploma. Please take it with you after the ceremony and keep track of it during the Commencement luncheon.

LUNCHEON FOR GRADUATES AND GUESTS

A complimentary luncheon is served on the Mead Chapel lawn immediately following the ceremony. When the ceremony ends, recessional music plays as the Class of 2016 proceeds in formation up to the chapel. Please prearrange a meeting place with your family. The luncheon rain sites are Proctor, Ross, and Atwater Dining Halls.
DEPARTURE

SHUTTLES
Shuttles depart from Adirondack Circle to campus parking lots and local inns and hotels continuously from noon to 2:30 p.m.

GUEST CHECKOUT
Checkout for Hepburn Hall, Gifford Hall, and Bread Loaf guests is 3:00 p.m. on Commencement Day. There are no exceptions. If you need housing beyond that time, please seek alternative lodging in the area.

GRADUATE DEPARTURE
All seniors must be moved out of residence halls no later than 11:00 p.m. on Commencement Day. This deadline is enforced so that rooms can be prepared for Reunion Weekend and Language Schools. Be prepared! If possible, ship nonessential items home in advance. Pack remaining items during Senior Week.
*Please note: Whether a department sits on the left or right side of the center aisle can depend on the number of graduates in each department, which is unknown until several days before the event. The valedictorian sits on the right side of the aisle, typically with departments A–I. The salutatorian sits on the left side of the aisle, typically followed by departments I–Z. Staff at the program tables will tell you where the departments are divided.