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Department of Event Management
commencement@middlebury.edu
802.443.2885
go.middlebury.edu/commencement
Commencement

Congratulations, seniors! In 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 momentous occasion – and rightfully so. You have worked hard for this day!

As your final weeks at Middlebury whiz 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  Deadline to order graduation announcements in time to arrive before Commencement.

May 1  Deadline to notify the Registrar's Office if you are planning to participate in the Commencement ceremony.

May 10  Returning Febs must contact the Residential Systems Coordinator to arrange for on-campus Commencement Weekend housing.

May 13  Last date to order complimentary large print programs for the Baccalaureate Service. (Large print programs are available for Commencement on Sunday.)

May 18  BY NOON: Deadline to notify the Registrar's Office if not planning to attend graduation.

May 20-22  8:30 A.M.-5:00 P.M.: Pick up cap, gown, and keepsake Commencement invitation at the Bookstore. Open until 7:00 P.M. on Friday, May 22nd!

May 23  8:30 A.M.-5:00 P.M.: Last chance to pick up cap, gown, and keepsake Commencement invitations at the Bookstore.

May 24  Commencement Day
9:00 A.M.: Senior line-up, east side of Old Chapel.
3:00 P.M.: Check-out 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 contained within this handbook and on the Commencement web site: go.middlebury.edu/commencement

Senior Week Program

The Senior Week activity schedule is publicized in early spring. Senior Week activities are handled by the Senior Week Committee. Please email them at tsc@middlebury.edu with any questions.

Commencement Weekend Program

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

Attendance
All graduating seniors are encouraged to attend the Commencement exercises. You will have received an email from the Registrar’s Office in February in regard to declaring your Intent to Graduate.

Feb Grads and non-Graduating Seniors

Participation
Feb grads are invited to return in May to participate in Commencement with fellow graduating seniors to receive their diplomas.

Non-graduating seniors, who will complete their degree requirements after May, but before February of the following year, are offered the opportunity to participate in the Commencement ceremony, wear a cap and gown, and march with their department. However, they will not walk across the stage for a diploma. They will remain seated while the graduating seniors receive diplomas and canes. President Liebowitz 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) if you are planning to participate in Commencement, no later than May 1st.

Housing
Non-graduating seniors (Feb ’16s or those completing degree requirements after May 2015 but by February 2016) are allowed to stay on campus during Commencement Week. In mid-May, all non-graduating seniors will receive "pink slips" in their mailboxes. The pink slip allows them to stay in their dorm rooms during Commencement Week. If you do not receive a pink slip, please contact Residential Systems Coordinator Karin Hall-Kolts (khall@middlebury.edu or 802.443.3301).

Returning Febs must make special arrangements for on-campus weekend housing by contacting Residential Systems Coordinator Karin Hall-Kolts via email 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 (Commencement Day).

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 and Language School. Be prepared! If possible, ship non-essential items home in advance. 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. Please note: We regret that we are unable to offer housing for families and guests during Feb Celebration.

Requirements
All graduation requirements must be met in order for students to receive a diploma on stage during the Commencement ceremony. Non-graduating seniors may participate in Commencement exercises, with the exception of being called to the stage (please see the previous section on Feb Grads and non-Graduating Seniors). Students who are 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 for our seniors, 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 20-21 (8:30 a.m.-5:00 p.m.), May 22 (8:30 a.m. -7:00 p.m.) and May 23 (8:30 a.m.-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:**
- Tassels are worn on the right side of the mortarboard until after the BA degree is conferred, at which time tassels are moved to the left side.
- 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 line-up that can be used 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
Departmental awards and prizes will be presented by individual departments and programs at their Commencement Weekend receptions, or at other end-of-year events of their choosing. Students will be notified by the department or program.

Phi Beta Kappa
Students elected to Phi Beta Kappa, the nation’s oldest academic honor society, are notified via e-mail no later than 5:00 p.m. on the Thursday before Commencement. The Phi Beta Kappa ceremony is Saturday at 9:00 a.m. in the 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
Only 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.**

Reservations for these gatherings must be made no later than May 1. Please review party regulations and complete a registration form at go/party before reserving a space; then fill out an Event Reservation Request form at go/scheduling (log in with your Middlebury username and password). Please note: Parents may not make reservations.

Due to high demand Commencement Weekend, the College is unable to provide equipment and support services for private events. Tables, chairs, catering, set-up, and clean-up will be the responsibility of the person(s) hosting the party. Caterers must be on the College’s list of approved caterers in order to provide services on campus (go/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 program. Those and additional dining options are listed on the Dining page of the Commencement web site.

Accessibility Services
The College offers a number of services for guests with disabilities during Commencement Weekend. Please visit the Commencement web site for details.
Photography
Professional photographers will photograph each graduate as they accept their diploma. Videotaped highlights of Commencement Weekend will also be available. See the following section on ordering Commencement Gifts & Memorabilia.

Two areas are reserved for family photography on either side of the senior seating section, near the stage (see Venue Map). Family may enter these areas to photograph their graduate as they approach and cross the stage. They should plan on arriving just prior to the start of their graduate’s department being called to receive diplomas. People are asked not linger in the photography areas, as space is limited.

Commencement Gifts & Memorabilia

Announcements & Invitations
Seniors are given two keepsake Commencement invitations when they pick up their cap and gown at the College Bookstore.

Jostens, Inc. (800.854.7464) www.jostens.com
Jostens offers personalized Commencement announcements that you can send to family and friends. Please order no less than 3 weeks in advance to receive before Commencement.

Non-personalized Middlebury College graduation announcements may be purchased from the College Bookstore.

Graduate Photos
GradImages (800.261.2576) www.gradimages.com
GradImages attends the Commencement ceremony to photograph each graduate receiving his or her diploma. Please see their web site for further information regarding purchase of photographs.

DVD
Collegiate Video (802.365.4414) www.collegiatevideo.com/order
Collegiate Video is authorized by Middlebury College to produce a keepsake DVD featuring highlights from both the Baccalaureate and Commencement ceremonies. This DVD will include footage of you being announced, crossing the stage, and receiving your diploma. An order form is included in a March Commencement mailing to parents, or you can order online. DVDs are approximately 90 minutes in length.

Class Photo
The senior class gathers in front of Mead Chapel for a class photo on Friday. Check your Senior Week schedule for the time. Order forms are handed out there. Please make sure you get one!

Class Rings & Gifts from the Bookstore
Please visit the Bookstore's online Graduation Center. http://go.middlebury.edu/bookstore
The College Bookstore is located in the lower level of Proctor Hall. It will be open Commencement Weekend on Friday 8:30 a.m.- 7:00 p.m., Saturday 8:30 a.m.- 5:00 p.m., and Sunday 8:30 a.m.- 3:00 p.m.
**Getting Here**

**International Guests**
International guests may need an invitation letter to apply for a tourist visa to visit the U.S. for Commencement. Students can submit an online request for an invitation letter. Please contact the International Student and Scholar Services (ISSS) office at 802.443.5858 or iss@middlebury.edu for assistance. Contact ISSS well in advance of your guests’ visa appointment.

**Lodging**
In November, Middlebury College made available a number of rooms on campus and at Bread Loaf campus for Commencement Weekend guests. These accommodations are now full. Parents and guests are encouraged to make arrangements with other area lodging establishments as soon as possible. Sleeping in unreserved spaces on campus will not be allowed. 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 web site.

**Directions**
**From 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 Rt. 189, (West to Rt. 7). At intersection of Rt. 7 turn left and continue south to Middlebury (30 miles). At the large white Congregational Church turn right, continue through town bearing right onto Rt. 125 at the roundabout; Go past St. Mary's Church and the College is on the left.

**Driving Directions:**
Driving directions from all New England locales 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 & Shuttle Service**
Parking for the general public is available at several locations around campus. There will be continuous shuttle service from these lots to the Commencement site. [See the parking map on page 10.]

**Traffic will be heavy!** Guests at in-town hotels and inns are encouraged to take advantage of free shuttle service, departing at approximately 7:30, 8:15, and 9:00 a.m.

**Campus shuttle sites:**
- Mahaney Center for the Arts
- Freeman International Center (FIC)
- Alumni Stadium (weather permitting)
- Ridgeline
- Wright Theater

**Free shuttle service is available from:**
- The Inn on the Green
- Courtyard Marriott
- Middlebury Inn
- Swift House Inn
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 to meet the desire of our graduates to 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 e-mail, and we will post the new information on the Commencement website as soon as it is available.

Be prepared for all weather conditions (warm coats, rain gear, hats, sunscreen, etc.) and 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 is growing steadily by 9:30.

Reserved Seating
The graduating class is seated in front of the stage, with seating areas for the Parents’ Committee and special guests immediately behind. Faculty are seated in tents on either side of the stage. An area for American Sign Language (ASL) interpretation is located to the left of the graduates; and an area for wheelchair seating is to the right of graduates. These areas are clearly marked. General seating is immediately behind the Parents’ Committee and special guest seating. [See the map on page 11.]

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

Where’s My Grad?
Graduates are seated with the department or program with whom they chose to march, and are called to the stage alphabetically by department. Whether a department is seated on the left or right side of the center aisle can be dependent upon the actual number of graduates in each department, which is unknown until several days before the event. The Valedictorian is seated on the right side of the aisle, typically with departments A-I. The Salutatorian is seated on the left side of the aisle, typically followed by departments I-Z. Staff at the program tables will be able to tell guests where the departments are divided. [See the sample seating chart on page 12.]

Services
☞ Complimentary programs are available at any of three small tents located along primary walkways into the Commencement site, as well as at the entrances to indoor venues. Large print programs are also available at these locations.
☞ Beverages: Complimentary coffee, tea, and water are available at either of 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 the Town of Middlebury Volunteer Ambulance Association for medical emergencies.
☞ The Accessibility Services tent provides information and assistance for guests with disabilities.
☞ Student Ushers are on site to provide direction and assist with seating guests.
☞ Portable Toilet Facilities (including accessible toilets) are located around the perimeter of the Commencement site for your convenience, as many campus buildings are locked for security reasons.
9:00 a.m. Graduate Registration and Line-up
Graduates should arrive for line-up at 9:00 a.m. It is important to be punctual so that we can verify attendance. You are required to check in at the registration tent at the main entrance of the Davis Family Library 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 then line up alphabetically with the department or program with whom you chose to march on your "intent to graduate" form. (Please note: that decision cannot be changed on Commencement Day.) The procession will form on the paved walkway along Starr Hall and the Axinn Center. Grads will form two lines facing Old Chapel. Signs will be placed indicating the location of each academic department/program. You should assemble with your department/program and line up in alphabetical order, as posted on the signs.

9:50 a.m. The Procession Begins!
The processional music begins (on stage), and graduates are lead to the Commencement site by the Valedictorian, Salutatorian, and student Marshals. Please maintain the double line that was formed in line-up. 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 down the middle of the center aisle. Once the faculty have passed through, the Marshals will proceed to the front and direct graduates to their seats.

A map of the line-up and procession route is included on page 11.

10:00 a.m. Commencement Exercises Begin
The ceremony and conferring of degrees take approximately two hours.

Diploma
The folder you receive on stage at Commencement contains your actual 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 2015 proceeds in formation up the hill 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 motels continuously from noon to 2:30 p.m.

Guest Check-Out
Check-out for Hepburn Hall, Gifford Hall, and Bread Loaf guests is 3:00 p.m. Commencement Day – no exceptions. If housing is needed 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 may be prepared for Reunion and Language School. Be prepared! If possible, ship non-essential items home in advance. Pack remaining items during Senior Week.
## Graduate Seating Chart*

<table>
<thead>
<tr>
<th>Salutatorian</th>
<th>Valedictorian</th>
</tr>
</thead>
<tbody>
<tr>
<td>International &amp; Global Studies</td>
<td>American Studies</td>
</tr>
<tr>
<td>East Asian Studies</td>
<td>Biology</td>
</tr>
<tr>
<td>European Studies</td>
<td>Chemistry &amp; Biochemistry</td>
</tr>
<tr>
<td>Latin American Studies</td>
<td>Chinese</td>
</tr>
<tr>
<td>Middle East Studies</td>
<td>Classical Studies</td>
</tr>
<tr>
<td>South Asian Studies</td>
<td>Classics</td>
</tr>
<tr>
<td>International Politics &amp; Economics</td>
<td>Comparative Literature</td>
</tr>
<tr>
<td>Italian</td>
<td>Computer Science</td>
</tr>
<tr>
<td>Japanese Studies</td>
<td>Economics</td>
</tr>
<tr>
<td>Literary Studies</td>
<td>English &amp; American Literatures</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Environmental Studies</td>
</tr>
<tr>
<td>Molecular Biology &amp; Biochemistry</td>
<td>Film &amp; Media Culture</td>
</tr>
<tr>
<td>Music</td>
<td>French</td>
</tr>
<tr>
<td>Neuroscience</td>
<td>Gender, Sexuality, and Feminist Studies</td>
</tr>
<tr>
<td>Philosophy</td>
<td>Geography</td>
</tr>
<tr>
<td>Physics</td>
<td>Geology</td>
</tr>
<tr>
<td>Political Science</td>
<td>History</td>
</tr>
<tr>
<td>Psychology</td>
<td>Architectural Studies</td>
</tr>
<tr>
<td>Religion</td>
<td>History of Art</td>
</tr>
<tr>
<td>Russian</td>
<td>Independent Scholar</td>
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<tr>
<td>Sociology &amp; Anthropology</td>
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<tr>
<td>Spanish &amp; Portuguese</td>
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<tr>
<td>Studio Art</td>
<td></td>
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<tr>
<td>Theatre &amp; Dance</td>
<td></td>
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<tr>
<td>Program in Theatre</td>
<td></td>
</tr>
<tr>
<td>Program in Dance</td>
<td></td>
</tr>
</tbody>
</table>

*Please note:* Whether a department is seated on the left or right side of the center aisle can be dependent upon the actual number of graduates in each department, which is unknown until several days before the event. The Valedictorian is seated on the right side of the aisle, typically with departments A-I. The Salutatorian is seated on the left side of the aisle, typically followed by departments I-Z. Staff at the program tables will be able to tell you where the departments are divided.