



GRADUATE INFORMATION SHEET
2024 Spring Commencement
Saturday, May 18, 2024 at 1:00PM Pacific Time
Colton Hall Lawn, Pacific Street between Madison and Jefferson Streets, Monterey

The Spring Commencement Ceremony will be held in person with a Zoom virtual option. The ceremony will be live streamed and recorded for viewing following the ceremony. **Due to limited onsite bandwidth, those attending in-person are asked to place phones in airplane mode.** The bottom of this document has a special section of information pertaining to graduates participating virtually. Visit the webpage at go.miis.edu/graduate for more details and schedule. For questions, email rsvp@middlebury.edu.

CAPS & GOWNS - Under your cap and gown, please dress in business attire, i.e., shirts and ties, 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. Caps and gowns are NOT mandatory; you may choose to wear traditional clothes from your homeland or business attire.

You will receive an email when the regalia orders arrive to campus to let you know when you can pick up your regalia order. All regalia orders can be picked up from the Alumni Relations team at the **Lara Soto Adobe**, located at 460 Pierce Street. Currently, pickup time will be between the hours of **11:00AM–3:00PM on Thursday, May 16 and Friday, May 17.**

Please be considerate of what type of shoes you and your guests wear. 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 and advise your guests of the same. Check the weather forecast and dress appropriately. Dressing in layers is recommended. Some past May graduations have been quite sunny and warm. Sunblock and hats are recommended for you and your guests. Umbrellas are prohibited as they block views. Guests are encouraged to bring water in reusable water bottles to stay hydrated. Seating begins at noon. Entrance for guests will be halted briefly at 1:00PM to allow the procession to enter the lawn. Due to safety codes, no strollers will be allowed into the aisles or within seating areas, but there is an area to store strollers. Only certified service animals are allowed into the ceremony—**no pets**. If your guests have special mobility needs (i.e., wheelchairs, walkers, etc.), please email rsvp@middlebury.edu to request special arrangements for their seating **before May 13.**

PHOTOGRAPHY - There is a designated area at the ceremony for your guests to take photos, but the area gets congested quickly. **Please ask guests to remain in their seats and proceed to the area only when their graduate is ready to receive their diploma.** We've hired a photographer to take photos as each graduate crosses the stage. Details will be provided via email once photos become available. A photo station will be available during the reception in front of the Lara Soto Adobe.

PARKING – All campus lots are available for guest parking. Street parking is also available but has time limits strictly enforced by the City of Monterey. Parking options can be found online on the City Parking Enforcement website: https://monterey.org/city_hall/public_works/parking_division/parking_facilities/index.php.

RAIN PLAN – The ceremony will take place in the same venue, rain or shine. Your guests should plan to bring appropriate rain gear as there will be no shelter. Again, because of limiting visibility, no umbrellas are permitted.

SATURDAY, MAY 18, 2024 DETAILS AND SCHEDULE

LINING UP BEFORE THE CEREMONY: – *12:15PM (12:00PM if you need help with regalia)* – All graduation candidates must arrive at the Holland Center. If you have academic regalia, please come already dressed in your cap and gown. Family and guests should proceed to Colton Hall at this time. All graduates will meet in the following locations, lining up within degree programs or language groups and march in the following order as you face the building: MACI, MAT, MATI (by language) lower right patio, MAEPM, MAIEM, MAIPD and MAIT in lower left patio, MANPTS in upper right patio, MATESOL, MATFL, MPA, and Certificate in upper left patio, MATLM in back patio. Our staff will instruct you in lining up in alphabetical order and assist you with your hoods if needed. 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 the Dean reading the names just before walking across the stage. **Do not cross the stage until you hear your name announced by the Dean.** If the procession has already left the Holland Center and you are late, go directly to Colton Hall and find an usher to help you.

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 stations at Colton Hall if you need a refill). No strollers, animals (other than certified service dogs), children, or non-graduates will be allowed in the procession or on the stage while receiving your diploma. **NO ALCOHOL IS ALLOWED DURING THE COMMENCEMENT PROCESSION AND CEREMONY.**

PROCESSIONAL – *12:50PM* – All graduates will depart the Holland Center following Professor Moyara Ruehsen, the Grand Marshal. You will walk in a single file (escorted by Campus Security) crossing Van Buren Street and turning right towards Jefferson Street where you will cross Jefferson at Van Buren Street in the crosswalk. 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 of the procession is: 1) Bagpipes played by Professor Mike Gillen; 2) Flags; 3) Vice President's Party (Provost, Vice President, speakers, and deans); 4) Faculty led by Professor Andrea Hofmann-Miller; and 4) Graduates led by Professor Moyara Ruehsen.

1:00PM – Professor Moyara Ruehsen 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. Each degree program will be indicated by a green card. Pay attention to the ushers' directions. 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 Snyder and/or the Deans will announce when it is time for specific groups to stand and sit. Please listen carefully to their 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 will shake hands with Vice President Steve Snyder and Provost Michelle McCauley. 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 cohort have crossed the stage and returned to their seats. Listen to Vice President Steve Snyder's directions and watch Professor Moyara Ruehsen, to follow his lead in standing and sitting.

RECESSIONAL – The Vice President's Party and faculty will leave the lawn area in single file. Graduates will be dismissed from their 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 at the Pierce Street Promenade.

RECEPTION approximately *2:45PM* – The reception begins at the Pierce Street Promenade immediately following the commencement ceremony. We will serve light appetizers, desserts, champagne, beer, and non-alcoholic beverages. (SMOKERS NOTE: we ask that you and your guests confine smoking to the designated corner of the Craig Building). The reception will conclude at approximately 4:15PM.

ALUMNI INFORMATION – As you embark on this next chapter of your life, remember the Alumni Office is here for you. If you’ve not yet done so, please provide us with your personal email address so we can keep you informed about MIIS alumni news and events! To update your contact information, go online to go.middlebury.edu/update. We have a small gift for you, just to say congratulations on your achievements while at MIIS. Pick up your alumni gift from 11AM–3PM at the Lara Soto Adobe on May 16–17.

GIFT SHOP– MIIS logo merchandise is available in the MIIS Gift Shop, located in the Casa Fuente building Monday-Friday between 9AM - 5PM. The gift shop will be open on Saturday, May 18 from 2:30PM – 5:00PM so you may purchase Middlebury Institute memorabilia.

CAP AND GOWN RECYCLE – You can keep your cap and gown if you purchased it; however, you may “donate” your gown if you do not want to keep it. If you would like to recycle your gown for a future class of graduating students, please drop off your gown at the Lara Soto Adobe or at the gift shop during the reception on Saturday or anytime the following week. Graduates who borrowed regalia from the Vice President’s Office must return per email sent from Barbara Burke.

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### **VIRTUAL GRADUATE INFORMATION**

Graduates will be signed in as panelists to the webinar and can interact with each other via chat and video. Your sound will be muted, but you will be able to see each other. Graduates will receive a unique Zoom link that can only be accessed using your Middlebury Zoom account, and is not to be shared with anyone else. Your guests will join the Zoom webinar via the general guest link below OR they can access the live stream via the [webpage](#).

#### **General Guest Zoom Link:**

<https://middlebury.zoom.us/j/98236106255?pwd=N1NvZTVmaUs5YThrMUhsVHdWWVZNOT09>

**Passcode:** 070728

**Alternative live stream link:** [www.middlebury.edu/stream2](http://www.middlebury.edu/stream2)

**Graduates Zoom Link:** You will receive, by email, a unique link to the Zoom event from [Mediaservices-miss@middlebury.edu](mailto:Mediaservices-miss@middlebury.edu) on Thursday, May 16 before 10:00AM. Please check clutter/junk boxes if you do not see a message. The message will look like this:

*Subject: Panelist for MIIS 2024 Commencement*

*Hi XXXXXXXX,*

*You are invited to a Zoom webinar.*

*Date Time: May 18, 2024 01:00 PM Pacific Time (US and Canada)*

*Join from a PC, Mac, iPad, iPhone or Android device:*

*Click Here to Join (use this to join the meeting the day of)*

*Logging in: As a security measure you may be prompted to login with your @middlebury.edu email address if you are not already logged in.*

### **BEFORE THE EVENT**

**Test Your Zoom Connection:** Make sure you are logged into Zoom with your Middlebury email username and password. You will not be able to access your unique webinar link if you use a different account. Before the event, we encourage you to join a test Zoom meeting to ensure your computer is set up properly. Visit [Middlebury IT Services site](#) for more information about Zoom.

Guests new to Zoom, visit: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>. Click the “Join a Test Meeting” link and then the “Join” button. If you have not used Zoom before, you will be prompted to

download the Zoom desktop app which is compatible with Apple and Windows computers and most mobile devices.

**Your Zoom Display Name:** By default, your display name on your video square in Zoom appears as your email. The event will be recorded, so we recommend you take a moment to check this so that it reads as your preferred first and last name and if you like, your program acronym. For example: Anna Smith, MAIEM. Here's a help guide on updating your profile display name setting: <https://support.zoom.us/hc/en-us/articles/201363203>.

**Zoom Backgrounds and Cutouts:** You are encouraged to use the commencement themed [MIIS Zoom backgrounds and Celebration Kit](#) found on the web page to celebrate during the ceremony.

**Check-in Details:** The webinar will open to attendees and graduates beginning at 12:45PM Pacific Time. **We encourage all graduates to join the webinar at 12:45PM** Pacific Time to allow ample time to ensure your connection works and you will have time to see and chat with your fellow graduates.

### **DURING THE EVENT**

**Webcam:** By default, your camera will be on and we recommend you keep it on during the entire event for social presence.

**Microphone:** By default, your microphone will be muted during the ceremony.

**Chat:** You are encouraged to use the chat feature in the Zoom webinar to connect with peers. Messages posted in the chat to "All Panelists" are visible to other grads who are included as panelists. Be mindful of what you post in this space and respect community guidelines. No harassment or inappropriate language will be permitted.

**Need Help?:** If you or your guests encounter any problems on Saturday, email [itsmediaservices@middlebury.edu](mailto:itsmediaservices@middlebury.edu) for help. This email will be monitored before and during the event.

**Please share your images, celebrations, and messages of congratulations with us on social media using the hashtag #MIISGradSpring24**

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