



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

**On Saturday morning, meet at 12:30PM dressed for the ceremony
(12:15PM if you need help with regalia)
in the McGowan Building.**

**Winter Commencement
Saturday, December 15, 2018 at 1:00PM
Monterey Conference Center, One Portola Plaza, Monterey, CA**

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 the Office of Advancement, McGowan, Suite 300 or the Office of Student Services.

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 from the Alumni Office, located on the 3rd floor of the McGowan Building at 411 Pacific Street, on Wednesday, December 12th, Thursday, December 13th from 9:00AM– 4:00PM, and Friday, December 14th from 9:00AM – 2:00PM.

INFORMATION FOR YOUR GUESTS – Doors open at noon for seating. Doors will be closed briefly at 1:00 p.m. to allow the procession in. Due to safety codes, no strollers will be allowed into the aisles or within seating areas at the Monterey Conference Center. There will be an area in which strollers can be stored during the ceremony for guests. No animals or pets will be admitted into the Monterey Conference Center unless they are official service animals. If there are any guests with special needs (i.e., guests with wheelchairs, walkers, etc.), please contact Linae Ishii-Devine to make special arrangements by December 7th. 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, graduates will meet and line up in Monterey Conference Center lobby. If the rain plan is implemented, you will receive an e-mail and signs will be posted at McGowan indicating this change.

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 McGowan Building as well as you receiving your diploma on the stage. The Alumni Relations Office is pleased to offer complimentary Commencement ceremony photographs to our graduate students. Photos can be viewed and downloaded later that week at go.miiis.edu/gradphotosdec18.

FOR MORE INFORMATION - Visit the webpage at go.miiis.edu/graduate

SATURDAY, DECEMBER 15, 2018 DETAILS AND SCHEDULE

LINING UP BEFORE THE CEREMONY: – *12:30PM (12:15PM if you need help with regalia)* – All graduation candidates must arrive at the McGowan Building. Look for signs to see where your program lines up. Please come dressed in your cap and gown. GSIPM (MAIEM, MAIEP, MAIPD, MBA, MPA, TS Certificates) graduates will meet in McGowan 100. GSIPM (MNPTS) and all GSTILE (MATESOL, MATFL) graduates will meet in McGowan 102. 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 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. No strollers, animals (other than service dogs), children, or non-graduates will be allowed in the procession. **NO ALCOHOL IS ALLOWED DURING THE COMMENCEMENT PROCESSION AND CEREMONY.**

PROCESSIONAL – *12:55PM* – All graduates will exit the McGowan Building onto Pacific Street following Professor Michel Gueldry, the Grand Marshal. You will turn right onto Franklin Street, turn left onto Calle Principal crossing Franklin Street and Del Monte Avenue, and walk straight into the Monterey Conference Center. You will walk in a single file (escorted by Campus Security). Please pay attention to Security during the procession and follow any directions they may give you. The order is: 1) Bagpipes played by Professor Mike Gillen; 2) Flags; 3) Vice President's Party (Vice President, speakers, and deans); 4) Faculty led by Professor Thor Sawin; and 4) Graduates led by Professor Michel Gueldry.

1:00PM – Professor Gueldry will lead you into the Monterey Conference Center, Serra Ballroom to the center section of chairs. Continue to march in single file upon entering the ballroom. 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.

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. 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 Professor Gueldry, to follow his lead in standing and sitting.

RECESSIONAL – The Vice President's Party, and faculty, led by their marshal will leave the Conference Center 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 at the Samson Center.

RECEPTION *approximately 2:15PM* – The reception begins at the Samson Center 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 those areas – corner of the Samson Center Patio). The reception will conclude at approximately 3:45PM.

ALUMNI INFORMATION, GRADUATE GIFTS, & MEMORABILIA ITEMS – You will be able to pick up alumni information and your *free* alumni gift starting on Wednesday, December 12th and Thurs., December 13th from 9:00AM–4:00PM and Friday, December 14th from 9:00AM – 2:00PM in the Alumni Office located on the 3rd floor of the McGowan Building, 411 Pacific Street. 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, December 15th from 2:00PM – 4:00PM 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 or at the gift shop during the reception on Saturday or anytime the following week. A drawing will be held in the spring for graduates interested in receiving a donated gown.

CONGRATULATIONS AND GOOD LUCK! WE'LL MISS YOU!