



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

Winter Commencement on Saturday, December 8, 2012 at 1:00PM Location: Golden State Theatre, 417 Alvarado Street, 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 my office (Institutional Advancement Office, 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 from the Simoneau House, located at 456 Van Buren (right beside Student Services) beginning Wednesday, December 5th through Friday, December 7th from 9:00AM – 5:00PM.

INFORMATION FOR YOUR GUESTS - Doors open at noon for seating. Doors will be closed briefly at 1:00pm to allow the procession in. Due to safety codes, no strollers will be allowed into the aisles or within the seating areas of the Golden State Theatre. 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 Golden State Theatre unless they are official service dogs. If there are any guests with special needs (i.e., guest with wheelchairs, walkers, etc.), please contact Linae Ishii-Devine at lishiide@miis.edu 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. Please inform your guests that they should remain in their seats and proceed to the photo area only when you are ready to receive your diploma (awarded in the order listed in the program). This will help alleviate congestion in this area.

PARKING – See the Graduating Student Information blog 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 the Golden State Theatre. Please check the Graduating Student Blog for updates regarding this plan being implemented.

ALUMNI INFORMATION – Alumni Gift and Memorabilia Items

You will be able to pick up alumni information, your *free* alumni gift, and purchase Monterey Institute memorabilia items at the Simoneau Alumni House, located at 456 Van Buren (right beside Student Services). The Simoneau Alumni House will be open December 5th – December 6th between 9:00AM – 5:00PM, December 7th between 9:00AM – 7:00PM and during the commencement reception on December 8th between 2:00PM – 4:00PM. 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.

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 Simoneau House during the reception in the designated box between 2:00 p.m. and 4:00 p.m. or during regular office hours anytime after commencement. A drawing will be held in the spring for graduates interested in receiving a donated gown.

SATURDAY, DECEMBER 8, 2012 DETAILS AND SCHEDULE

LINING UP BEFORE THE CEREMONY: 12:15PM All graduation candidates must arrive at the McGowan Building. Please come dressed in your cap and gown. GSTILE & MAIEP graduates will meet in McGowan 102 and GSIPM graduates (but not MAIEP) will meet in McGowan 100. You will line up within degree group and march in the following order: MATESOL, MATFL, MAIEP, MAIPS, MANTS, MPA, MBA, BA. Our staff will instruct you in lining up in alphabetical order and assist you with your hoods if needed. You will receive a card with your name. 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 or animals (other than service dogs) 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 Associate Professor Moyara Ruehsen, the Grand Marshal. You will turn right onto Franklin Street, cross Calle Principal and Alvarado Streets, and turn right onto Alvarado Street to the Golden State Theatre. The marching order is: 1) Bagpipes played by Professor Mike Gillen; 2) Flags; 3) President's Party (President, speakers, others) led by President Ramaswamy; 4) Faculty led by Professor John Balcom; and 4) Graduates led by Associate Professor Moyara Ruehsen. Walk in a single file from the Institute to the Golden State Theatre and be aware that the Monterey Institute security staff will be directing the procession. Pay attention to them and follow their instructions when making your way down to the Theatre. Our security staff will need to hold certain groups of individuals at the street intersections when the lights turn red.

1:00PM – Continue to march in single file upon entering the Golden State Theatre. Professor Ruehsen will lead you to the center section of chairs. 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 – President Ramaswamy 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 President Ramaswamy and Board member Bill Lewis. 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 President Ramaswamy's directions and watch Prof. Ruehsen to follow her lead in standing and sitting.

PHOTOGRAPHY – There is a designated area at the Golden State Theatre for your guests to take photos, but the area tends to get congested. There will be an official photographer on-site to take photos of you at the McGowan Building as well as you receiving your diploma as you cross the stage so remember to look out to the audience and smile when you receive your degree. Our photographer will also offer a portrait station for you to take posed and group photos during the reception in the Samson Center Reading Room. To view and purchase photos following commencement, please visit: www.collages.net (user name: miis7, password: 11222).

RECESSIONAL – The President's Party and faculty led by their marshal will leave the Theatre in single file. Graduates will be dismissed from your seats by the student speaker.

RECEPTION approximately 2:00PM – The reception begins at the Samson Student Center immediately following commencement. We will serve light hors d'oeuvres, champagne, and sparkling cider. (SMOKERS NOTE: Signs will be posted for designated smoking areas and we ask that you and your guests confine smoking to those areas). The reception will conclude at 4:00 p.m.

CONGRATULATIONS AND GOOD LUCK! WE'LL MISS YOU!