



**Commencement Instructions for Graduates  
Oregon Health & Science University  
2008**

**Contents**

Commencement Check List.....	2
Important Dates.....	3
Schedule for Tuesday, June 3 .....	4
Commencement Participation Policy.....	5
Degree Hoods and Colors .....	5
Cap and Gown Information .....	7
The Commencement Ceremony .....	8

**OHSU's Commencement Exercises** for 2008 will be held at the **Arlene Schnitzer Concert Hall, 1000 SW Broadway Avenue**, in downtown Portland on Tuesday, June 3, at 5:00 p.m. This outlines the OHSU requirements for participation in the 2008 Hooding Ceremonies and Commencement Exercises, assists you in ordering and collecting regalia and announcements, and will serve as a guide for you and your relatives on the day of the events. Please read it carefully and keep it handy until the ceremony.

The OHSU Commencement Exercises take about one hour and 50 minutes from the time the platform party enters the auditorium. The final procession is part of the commencement ceremony, and OHSU graduates are asked to leave the auditorium in the order indicated by faculty marshals.

### **Commencement Check List**

- Cap, gown and hood orders submitted on-line or hard copy to Royal-T Papers - see page 3 for date and location if you wish to order in person. Students will keep cap, tassel and Masters/PhD hoods.
- Graduation announcement form completed and submitted to Royal-T Papers
- Collect up to six tickets to the OHSU 5 p.m. ceremony from the commencement coordinator within your school (see page 9) for a listing of commencement coordinators)
- Pick up Cap, Gown and Hood - see page 3 for distribution date and location

*We look forward to your participation in Commencement, which is an important celebration and time for reflection both in your own life and in the life of the University. If you have questions about the thirty third Oregon Health & Science University Commencement Exercises on June 3, 2008, please contact the Office of Academic Affairs, 503-494-7878.*

## Important Dates

### ORDER DATES:

Order caps, gowns, hoods and announcements.

*School of Medicine: M.D., Medical Graduate, Allied Health Students*  
**Old Library Building, Great Hall**  
Friday, February 29th, 2008  
11:45 a.m. - 1:30 p.m.

*School of Dentistry Students*  
**School of Dentistry, 2<sup>nd</sup> floor Student Lounge**  
Wednesday, March 19<sup>th</sup>, 2008  
10:00 a.m. - 2:00 p.m.

*School of Nursing Students*  
**School of Nursing, 1<sup>st</sup> floor Lobby**  
Thursday, March 6<sup>th</sup> 2008  
10:00 a.m. - 2:00 p.m.

*OGI School of Science and Engineering Students*  
**OGI, Wilson Clark Center Café**  
Tuesday, April 8th, 2008  
5:00 p.m. - 6:00 p.m.

*OSU/OHSU School of Pharmacy*  
Order caps, gowns and announcements at:  
[www.oregonstate.edu/events/commencement](http://www.oregonstate.edu/events/commencement)

### FINAL ORDER DATES:

**Monday, April 28th, 2008**  
*Last day to order caps and gowns without a late fee of \$15.00*

**Friday, May 9th, 2008**  
*Last day to order caps and gowns*

### DISTRIBUTION DATES for Caps, Gowns and Hoods:

**All students and faculty**  
Wednesday, May 21st, 2008  
9:00 a.m. - 3:00 p.m.  
**Old Library Building, Great Hall**

**OGI SoSE Students & Faculty Only**  
Wednesday, May 21st, 2008  
4:00 p.m. - 6:00 p.m.  
**OGI, Wilson Clark Center Café**

**All students and faculty**  
Thursday, May 22nd, 2008  
9:00 a.m. - 3:00 p.m.  
**Old Library Building, Great Hall**

**All students and faculty**  
Wednesday, May 28<sup>th</sup>, 2008  
9:00 a.m. - 12:00 p.m.  
**Old Library Building, Great Hall**

Caps, gowns and announcements can also be ordered on-line at:

<http://rovaltpapers.com>

## **Hooding, Convocation & Commencement Schedule for Tuesday, June 3**

OHSU degrees are conferred only at the OHSU Commencement Ceremonies, to be held this year at 5:00 p.m. on Tuesday, June 3. OHSU's schools and programs also hold Honors, Hooding or Convocation ceremonies, celebrating the distinctiveness of their academic disciplines. You will find information about each of the ceremonies below.

### **9:00 a.m. - School of Medicine Hooding Ceremony**

*Arlene Schnitzer Concert Hall*

*Students enter from Park Ave. entrance at 8:45 a.m.*

*Contact Vicki Fields on 503-494-4329 for further information about this event.*

*(For directions to the Arlene Schnitzer Concert Hall and parking information go to*

*[www.pcpa.com/information/parking.php](http://www.pcpa.com/information/parking.php))*

### **10:30 a.m. - School of Dentistry Hooding Ceremony**

*Old Library Auditorium with a reception to follow on the Mackenzie Hall Lawn.*

*Students enter north end of Old Library Building (Great Hall) at 9:45 a.m.*

*Please contact Jenna Wilkinson or Andrea Williams at 503-494-8825 for further information about this event.*

### **11:00 a.m. - OGI School of Science and Engineering Hooding Ceremony**

*OGI School of Science & Engineering, West Campus*

*20000 NW Walker Rd.*

*Beaverton, OR 97006*

*Doors open to guests at 10:30 a.m. Please contact Chelea Holdt 503-748-1759 or [holdtc@ohsu.edu](mailto:holdtc@ohsu.edu) for further information about this event.*

### **1:00 p.m. - School of Nursing Convocation**

*Arlene Schnitzer Concert Hall*

*Students enter from Park Ave. entrance at 12:15 p.m.*

*Doors open to guests at 12:30 p.m.*

*Contact Maureen Moncada at 503-494-2624 for further information about this event.*

*<http://www.ohsu.edu/son/student/gradinfo.shtml>*

*(For directions to the Arlene Schnitzer Concert Hall and parking information go to*

*[www.pcpa.com/information/parking.php](http://www.pcpa.com/information/parking.php))*

### **5:00 p.m. - OHSU Commencement Exercises**

*Arlene Schnitzer Concert Hall*

*(For directions to the Arlene Schnitzer Concert Hall and parking information go to [www.pcpa.com/information/parking.php](http://www.pcpa.com/information/parking.php)) Unless otherwise instructed, students should meet at the Park Street entrance to the New Theater Building (across the street from the Arlene Schnitzer Concert Hall), by 4:10 p.m. This entrance is on S.W. Park Avenue between S.W. Madison Street and S.W. Main Street.*

*Lobby doors to the Hall open to guests at 4:15 p.m. Admission to the seating area will start at 4:30 p.m.*

## **Commencement Participation Policy**

You may participate in the 2008 Commencement Exercises if you have fulfilled item # 1 and one of conditions a - d:

1. You are recommended by the dean and faculty of your school for graduation and:
  - a) You completed the requirements for your degree in August or December 2007 or March 2008 and have completed and filed an Application for Degree form by the appropriate deadline.
  - b) You will complete your degree requirements in Spring Quarter, June 2008 and have completed and filed an Application for Degree form by the appropriate deadline.
  - c) You are enrolled in the Clinical Laboratory Science, Radiation Therapy, Physician Assistant, OHSU/VAMC Dietetic Internship, Doctor of Pharmacy or Paramedic Education program, will complete your degree requirements by December 31, 2008, and have completed and filed an Application for Degree form, if required, by the appropriate deadline.
  - d) You will complete your degree requirements during the Summer Term 2008.  
*(To walk in the June 2008 ceremony and to be listed in the Commencement program graduates in this category must complete the application for degree by April 15, 2008.)*

## **Degree Hoods and Colors**

Gowns and hoods differ in color and style according to the degree received. All hoods bear the white, sky blue and forest green colors of OHSU. The color of the trim indicates the degree being received. Please ensure that you know exactly which degree you are receiving, and from which school within OHSU you are receiving it.

### **School of Dentistry**

Doctor of Dental Medicine

*Lilac-trimmed hood and short gold tassel*

Graduate Certificate

*Lilac-trimmed hood and short gold tassel*

Master of Science

*Lilac-trimmed hood and short gold tassel*

Oral & Maxillofacial Surgery

*Lilac hood & green hood and short gold tassel*

### **School of Medicine**

Bachelor of Science

*Green tassel*

Master of Clinical Dietetics

*Green-trimmed hood and green tassel*

Master of Clinical Research

*Green-trimmed hood and green tassel*

Master of Public Health  
*Salmon Pink-trimmed hood and tassel*

Master of Physician Assistant Studies  
*Green-trimmed hood and green tassel*

Master of Biomedical Informatics  
*Green-trimmed hood and green tassel*

Master of Science  
*Gold-trimmed hood and tassel*

Doctor of Medicine  
*Green-trimmed hood and gold tassel*

Graduate Certificate  
*Gold tassel*

Doctor of Philosophy  
*Sapphire blue-trimmed hood and gold tassel*

### **School of Nursing**

Bachelor of Science  
*Gold tassel*

Master of Nursing  
*Apricot-trimmed hood and tassel*

Post Masters Certificate  
*Apricot-trimmed hood and tassel*

Master of Public Health  
*Salmon Pink-trimmed hood and tassel*

Master of Science  
*Gold-trimmed hood and tassel*

Doctor of Philosophy  
*Sapphire blue-trimmed hood and gold tassel*

### **OGI School of Science and Engineering**

Graduate Certificate  
*Short gold tassel*

Master of Science  
*Gold-trimmed hood and tassel*

Master of Software Engineering  
*Orange-trimmed hood and tassel*

Doctor of Philosophy  
*Sapphire blue-trimmed hood and gold tassel*

## **OSU/OHSU School of Pharmacy**

Doctor of Pharmacy  
*Olive green-trimmed hood and tassel*

### **Cap and Gown Information**

#### **Ordering Regalia**

Participants are required to order and wear the appropriate academic costume at the OHSU Commencement Exercises. Representatives from Royal-T Papers (1-800-442-4696) will be available to take orders for caps, gowns, hoods and graduation announcements on campus. See page 3 of this guide for dates and locations. **Graduates are strongly encouraged to place their orders at this time.** Mail-in order form packets will also be available from commencement coordinators for those unable to order regalia in person. You can also get more information and place orders at their website:

<http://royaltpapers.com>

#### **Rental Fees**

Cash, personal checks or Visa/MasterCard are accepted. Fees are to be paid in full at the time of placing the order unless your program covers regalia fees. (The School of Medicine's Alumni Association pays for MD, Ph.D. and all Master students. OGI School of Science & Engineering covers regalia fees for all of their graduates.)

<b>Cap and Gown (B.S.)</b>	<b>\$ TBD*</b>
<b>Cap, Gown and Hood (Masters)</b>	<b>\$ TBD*</b>
<b>Cap, Gown and Hood (Doctoral)</b>	<b>\$ TBD*</b>

*\* Prices will be available after March 28, 2008. Please check back at this link after that date.*

#### **Announcements**

Please refer to the Royal-T Papers graduation packet.  
*When ordering, consider sending an invitation to a member of the faculty who has been especially influential to you during your time at OHSU.*

**All orders must be placed by Monday, April 28th in order to avoid a late fee of \$15.00.**

#### **Cap and Gown Distribution**

Please see page 3 of this guide for dates and times of distribution. **These are the only distribution dates and times.** Orders not collected at these times will not be brought down to the Arlene Schnitzer Concert Hall, and no refunds can be issued.

#### **Return of Gown**

Representatives from Royal-T Papers will be collecting rental gowns following the main university commencement ceremony on June 3rd. Please deposit gowns in the collection boxes along Main Street on the south side of the Arlene Schnitzer Concert Hall, or as instructed in case of inclement weather. Graduates keep their caps, tassels and hoods.

## **Honors Cords**

Bachelor's degree candidates graduating with honors should contact their commencement coordinator to make arrangements for the purchase of honors cords.

## **Regalia and Etiquette**

The academic cap is worn level at all times. The tassel should hang on the right of the cap at entrance into the auditorium until the president has conferred the degrees. At that point, the tassel may be switched to hang from the left side. Masters and doctoral graduates should wear their hoods throughout the ceremony.

**It is expected that graduates' behavior throughout the ceremony will exemplify the professional standards of their calling. Alcoholic beverages, balloons, pressurized cans and explosive devices are strictly forbidden. Schools will be charged for any additional cleaning costs incurred during the ceremony. The Arlene Schnitzer Concert Hall, OHSU Auditorium and OGI School of Science & Engineering are non-smoking facilities.**

## **Commencement Ceremony Directions**

**Because there will be no commencement rehearsal, graduates are requested to follow the directions of the faculty marshals before, during and after the ceremony.**

Please note that participating in the commencement procession requires standing, walking and climbing and descending stairs. If you have any special needs please call the Office of Academic Affairs, 503-494-7878 and also speak with your commencement coordinator to make arrangements as necessary.

Unless they hear otherwise from their commencement coordinators, all candidates should report to the Park Street entrance of the New Theater Building, which is located across the street from the Arlene Schnitzer Concert Hall, **no later than 4:10 p.m.** on Tuesday, June 3. **Please leave purses, coats and other valuables with family and friends before you enter the building, as there will be no secured area in which to leave them during the ceremony; anything left in the room will be removed prior to the end of the ceremony.** There will be volunteers and signage indicating where your group will assemble for the procession.

Prior to lining up you will receive a card bearing your name on the front and a number on the reverse. Please use this card to line up in order by the number on the card, and retain it for use by the reader on stage during the commencement ceremony. Commencement programs will be available for you at this time.

## **The Procession**

Faculty marshals will form the procession between 4:10 p.m. and 4:40 p.m., and the procession will leave the robing area promptly at 4:45 p.m. The procession descends to street level, crosses Main Street and enters the Arlene Schnitzer Concert Hall from the S.W. Park Avenue entrance. It is vital that you remain closely grouped at this time in order to begin the auditorium procession promptly at 5:00 p.m. Graduates enter first,

followed by faculty and finally the platform party. Faculty marshals will direct you to seats, where you are to remain standing until directed by the president to be seated.

**National Anthem** - The National Anthem is performed during Commencement Exercises by a member or members of the graduating class. Individuals or groups interested in auditioning should contact Karen Seresun at 503-494-8292.

### **Conferring of degrees**

Degrees are conferred in the order listed in the program. Candidates are presented to the president by the dean of the appropriate school or the provost, and are asked by the president to rise before the degree is conferred. Following the conferral, faculty marshals will direct you to the stage where you will present your name card to the reader, cross to center stage to receive your diploma and congratulations from the president, and continue across to be greeted by the appropriate dean. You will then descend from the stage and return to your seat as directed by faculty marshals.

### **Recessional**

Following conferral of degrees on Doctor of Philosophy candidates, the president will conclude the 2008 Commencement Exercises. His final remarks signal the beginning of the recessional. The platform party proceeds from the stage to the rear of the auditorium, followed by the faculty. Graduates are requested to remain seated until directed by the faculty marshals to leave the auditorium.

### **Guests**

Admission to the Arlene Schnitzer Concert Hall for the Commencement ceremony is by ticket only. Tickets are available from the commencement coordinator within each school. Commencement coordinators are:

### **Allied Health Programs**

Clinical Lab Science – Marian Ewell, [ewellm@ohsu.edu](mailto:ewellm@ohsu.edu) - 503-494-8698

Dietetic Intern & MCR – Chandra Nautiyal, [nautiyal@ohsu.edu](mailto:nautiyal@ohsu.edu) - 503-494-7596

Paramedic Program – Suzann Schmele, [schmeles@ohsu.edu](mailto:schmeles@ohsu.edu) - 503-625-4721

Radiation Technology - Anne Maddeford, [maddefoa@ohsu.edu](mailto:maddefoa@ohsu.edu) - 503-494-6708

### **School of Dentistry**

Jenna Wilkinson, [wilkinje@ohsu.edu](mailto:wilkinje@ohsu.edu) - 503-494-8825

Andrea Williams, [williaan@ohsu.edu](mailto:williaan@ohsu.edu) - 503-494-8825

Mark Mitchell, [mitchema@ohsu.edu](mailto:mitchema@ohsu.edu) - 503-494-8825

### **School of Medicine - Doctor of Medicine Program**

Vicki Fields, [fields@ohsu.edu](mailto:fields@ohsu.edu) - 503-494-4329

Janna Roth, [rothja@ohsu.edu](mailto:rothja@ohsu.edu) - 503-494-5100

### **School of Medicine - Masters and Ph.D. Programs**

Jeanne Sutter, [somgrad@ohsu.edu](mailto:somgrad@ohsu.edu) - 503-418-8833

Rita Rand [randr@ohsu.edu](mailto:randr@ohsu.edu) - 503-494-6222

Physician Assistant – Katie Jones, [jonekati@ohsu.edu](mailto:jonekati@ohsu.edu) - 503-494-7439

### **School of Nursing**

Maureen Moncada, [moncadam@ohsu.edu](mailto:moncadam@ohsu.edu) - 503-494-2624

## **OGI School of Science and Engineering**

Chelea Holdt, [holdtc@ohsu.edu](mailto:holdtc@ohsu.edu) – 503-748-1759

## **OSU/OHSU School of Pharmacy**

Angie Mettie, [mettiea@ohsu.edu](mailto:mettiea@ohsu.edu) - 503-494-4782

Colleen Snarski, [snarskic@ohsu.edu](mailto:snarskic@ohsu.edu) - 503-494-4279

Due to the seating capacity of the Arlene Schnitzer Concert Hall, each graduate may request a maximum of **six** tickets for family and relatives. Doors will open at 4:30 p.m. Guests with special needs should call the Portland Center for the Performing Arts at 503-248-4335 to make arrangements as necessary.

## **Parking**

Parking is available for a charge at facilities located on S.W. Main Street between 9th and 10th Avenues, or on the corner of S.W. 5th Avenue and S.W. Salmon Street. The nearest Smart Park garage is located at S.W. 10th Avenue and S.W. Yamhill Street. Graduates and their guests should leave ample time for parking and the walk to the Arlene Schnitzer Concert Hall. Those attending daytime ceremonies on June 3rd should allow for delays due to the raising and lowering of bridges across the Willamette River.

## **Photographs**

Wally Kempe and Associates (503-232-3925) will take photographs of graduates as they receive their diploma from the president. The photographers will pass out forms in the robing/processional area prior to the ceremony that graduates will need to fill out. Proofs will be mailed after the ceremony, and graduates are under no obligation to purchase.

## **Diplomas**

Diplomas are available to students once the degree verification has been completed. Students receive diploma covers during the commencement ceremony. Graduates with degree requirements still to be satisfied should contact their registrar following completion of these requirements. The OHSU Bookstore (503-494-7708) stocks customized OHSU frames for OHSU diplomas. **Please bear in mind that only an official transcript can confirm your degree or certificate. Official transcripts will not be released until degree requirements are met in full and all academic and financial obligations to OHSU are satisfied.**

## **Visitor Accommodations**

For information on lodging and dining:

Portland Oregon Visitors Association

[www.pova.com](http://www.pova.com) 503-275-9750 or 1-800-962-3700

Many hotels offer rates for OHSU bookings. Please be sure to inquire when booking your accommodations.