Convocation Day
Oregon Health & Science University
2015

Contents
Convocation Checklist ................................................................. 2
Important Dates ............................................................................. 3
Convocation Ceremony and Processional Lineup .............................. 4
School of Dentistry Hooding Ceremony ........................................ 4
School of Medicine Hooding Ceremony ......................................... 4
School of Nursing Hooding and Pinning Ceremony ....................... 4
College of Pharmacy ..................................................................... 5
Convocation Participation Policy .................................................... 5
Degree Hoods and Colors ............................................................... 6
Cap and Gown Information ............................................................. 8
Convocation Ceremony Directions ............................................... 9
School/Department Contacts for Ceremonies ............................... 10
FAQ's ......................................................................................... 11
OHSU’s Convocation Day for 2015 will be held at the Oregon Convention Center, in Portland on Friday, June 5th, at 11:00 a.m.: 777 NE Martin Luther King Jr. Blvd., Portland, OR 97232. Please note that line up for students and faculty begins at 10:00 a.m.

This guide outlines the OHSU requirements for participation in the Convocation and hooding ceremonies, 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.

Convocation Checklist:

__ Cap, gown and hood orders submitted on-line to Royal-T Papers.
   See page 3 for date and location if you wish to order in person.

__ Convocation announcement form completed and submitted to Royal-T Papers.
   Orders will be mailed directly to students.

__ Pick up cap, gown and hood. See page 3 for distribution date and location.

We look forward to your participation 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 Convocation, see page 10 for school/department contacts.
Important Dates

ORDER DATES:
Order caps, gowns, hoods.

School of Medicine - M.D. Students
On site at: BICC EdComm Studio
Thursday, March 5th, 2015
12:30 p.m. - 2:00 p.m.

School of Medicine - Graduate
Students, Division of Management,
Health Professions Students
(SoM Students order online)
http://www.herffjones.com/college/ohsu

School of Dentistry Students
Students can order online at:
http://www.herffjones.com/college/ohsu
OR onsite @ CLSB in room: 10N004,
Friday, March 6th, 2015
10:00 a.m. - 2:00 p.m.

School of Nursing Students
(SoN Students order online)
http://www.herffjones.com/college/ohsu

OSU/OHSU College of Pharmacy
For more information on ordering
caps, gowns & announcements:
http://pharmacy.oregonstate.edu/graduation

FINAL OHSU ORDER DATES:

If you are not able to make the above dates, you can place your order for
caps, gowns and announcements on-line at:
http://www.herffjones.com/college/ohsu
The **Oregon Health & Science University Convocation** is a celebratory occasion honoring all students as they culminate their academic experience at OHSU. Convocation will include faculty and administrators from all schools and will bring together members of the OHSU community for the institutional conferring of degrees.

*Oregon Convention Center – Exhibit Hall C*
10:00 a.m. Students will robe and line up in Exhibit Hall D
10:00 a.m. Faculty will robe and line up in Rooms A 105-106

Immediately following Convocation, the schools will be holding their hooding/pinning ceremonies celebrating the distinctiveness of their academic disciplines. You will find information about each of the 2015 ceremonies below.

**School of Dentistry Hooding Ceremony**
*Oregon Convention Center – Exhibit Hall B*
Students will move immediately from the Convocation to line up for hooding in Rooms B 110-112.
School Reception immediately following in the Pre-function Lobby A and Holladay Lobby space.

For further information about this event, please contact Jenna Wilkinson at winkinje@ohsu.edu or 503-494-8825.

http://www.ohsu.edu/xd/education/schools/school-of-dentistry/current-students/graduation.cfm

**School of Medicine Hooding Ceremony**
*Oregon Convention Center – Portland Ballroom*
Students will move immediately from the Convocation to line up for Hooding on the 2nd floor near administrative offices.
School Reception immediately following in the Portland Ballroom and Portland Ballroom lobby space.

For further information about this event:
MD Graduates & Faculty contact Shelley Engle at engles@ohsu.edu or 503-494-5708
Graduate Students & Faculty contact Rita Rand at somgrad@ohsu.edu or 503-494-8754

**School of Nursing Hooding & Pinning Ceremony**
*Oregon Convention Center – Oregon Ballroom*
Students will move immediately from the Convocation to line up for Hooding & Pinning Ceremony in the Oregon Ballroom Lobby.
School Reception immediately following in the Oregon Ballroom & Oregon Ballroom Lobby space.

For further information about this event please contact Elizabeth Shatzer at shatzere@ohsu.edu or 503-494-0847

http://www.ohsu.edu/son/graduation
College of Pharmacy
School Reception immediately following Convocation in rooms C 123 - 124
Separate Hooding Ceremony to be held on the OSU Campus in Corvallis, Oregon on Friday, June 12th

For further information about Convocation and Graduation:
Contact Jin Bynum at bynuji@ohsu.edu or 503-479-5827

http://pharmacy.oregonstate.edu/graduation

Convocation Participation Policy:
You may participate in the 2015 Convocation and Hooding ceremonies 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 2014 or March 2015 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 2015 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, Doctor of Pharmacy or Paramedic Education program, will complete your degree requirements by December 31, 2015, 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 2015. (Summer graduates may be able to participate in the June Convocation ceremony, school appropriate hooding ceremony and be listed in the programs, pending school approvals/policies. Graduates in this category must complete the application for degree by April 15, 2015.)

School of Medicine, Master & PhD Students, have different requirements. Please review the information located in the Student Information section of the Graduate Studies website.

http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/students/index.cfm
Diplomas
Diplomas are available to students once the degree verification has been completed. Students receive diploma covers during the hooding/pinning ceremonies. Graduates with degree requirements still to be satisfied should contact the Registrar’s Office following completion of these requirements. The OHSU Campus Store (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 and all academic and financial obligations to OHSU are satisfied.

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 Old Gold tassel*

Graduate Certificate
*Lilac-trimmed hood and short Old Gold tassel*

Master of Science
*Lilac-trimmed hood and short Old Gold tassel*

Oral & Maxillofacial Surgery
*Lilac hood & green hood and short Old Gold tassel*

School of Medicine
Bachelor of Science
*Green tassel*

Graduate Certificate
*Green tassel*

Master of Business Administration
*Drab-trimmed hood and 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 Green 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 Green tassel*

Doctor of Medicine
*Green-trimmed hood and Old Gold tassel*

Doctor of Philosophy
*Sapphire blue-trimmed hood and Old Gold tassel*

**School of Nursing**
Bachelor of Science
*Apricot tassel*

Graduate Certificate in Public Health
*Apricot 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 Apricot tassel*

Doctor of Nursing Practice
*Apricot-trimmed hood and Old Gold tassel*

Doctor of Philosophy
*Sapphire blue-trimmed hood and Old Gold tassel*

**OSU/OHSU College 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 2015 Convocation Ceremony and school-appropriate hooding ceremony. Representatives from Royal-T Papers (1-800-442-4696) will be available to take orders for caps, gowns, & hoods on campus. (See page 3 of this guide for dates and locations.) Grads and Faculty that are not able to meet the scheduled time will need to order their regalia online at:

OHSU students, order at: http://www.herffjones.com/college/ohsu
OSU/OHSU students, order through OSU Bookstore at: http://osubeaverstore.com/GraduationCenter/

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. (Regalia for the School of Medicine – Master’s, Master of Science and PhD degrees will be paid for by the Office of Graduate Studies. Regalia for the School of Medicine – Doctor of Medicine degree (MD), will be paid for by the medical student activity fee.)

- Cap and Gown (B.S.) $27.95
- Cap, Gown and Hood (Masters) $54.95
- Cap, Gown and Hood (Doctoral) $74.95

There is a home shipment option available for students who are unable to pick-up their regalia order. The cost is $12.95 and items will ship on May 26th and be delivered by May 29th.

All gowns and hoods are rentals and are to be returned immediately after the school hooding ceremonies. Students keep the caps or tams and the degree tassel with the custom OHSU tassel signet. OSU/OHSU College of Pharmacy students purchase their regalia and do not return regalia on June 5th.

Announcements
Announcements for the 2015 Convocation & hooding ceremonies can be ordered on line by clicking on the above link to Royal T or the OSU Beaver Store. Announcement orders will be mailed directly to students. When ordering, please consider sending an invitation to a member of the faculty who has been especially influential to you during your time at OHSU.

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 to the Oregon Convention Center, and no refunds can be issued.
**Return of Gown**
Representatives from Royal-T Papers will be collecting rental gowns following each school hooding ceremony. Please deposit gowns in the collection boxes throughout the Oregon Convention Center.

**Honors Cords**
Bachelor’s degree candidates graduating with honors should contact their school coordinator (see page 10) to make arrangements for the purchase of honors cords. The School of Nursing supplies honor cords to recipients at no cost during the Convocation Fair. The School of Dentistry provides cords to eligible recipients on Convocation day at no cost.

**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 Exhibit Hall until President Robertson has conferred the degrees. At that point, the tassel may be switched to hang from the left side.

It is expected that graduates’ behavior throughout the ceremonies 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 Oregon Convention Center is a non-smoking facility.

**Convocation Ceremony Directions**

Because there will be no rehearsals, graduates are requested to follow the directions of their school faculty marshals before, during and after the ceremony.

Please note that participating in the ceremony processional requires standing, walking and climbing and descending stairs. If you have any special needs please speak with your convocation coordinator listed on page 10 to make arrangements as necessary.

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 robing room where students line up will be removed prior to the end of the ceremony. There will be volunteers and signage indicating where your group will assemble for the Convocation and Hooding processions.

For directions to Oregon Convention Center and parking information go to:  
http://oregoncc.org/  
http://www.oregoncc.org/DirectionsAndParking/

**Visitor Accommodations**
For information on lodging and dining:
Portland Oregon Visitors Association  
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.
School/Department Contacts for Convocation & School Ceremonies

**Allied Health Programs**
Clinical Lab Science – Deb Disko, deb.disko@oit.edu - 503-821-1146
Grad Programs in Human Nutrition –Anne Peasley, peasleya@ohsu.edu – 503-494-7596
Paramedic Program – Deb Disko, deb.disko@oit.edu - 503-821-1146
Radiation Therapy – Barb Agrimson, agrimsob@ohsu.edu - 503-418-5401

**School of Dentistry**
Jenna Wilkinson, wilkinje@ohsu.edu - 503-494-8825
Mark Mitchell, mitchema@ohsu.edu - 503-494-8825

**School of Medicine - Doctor of Medicine Program**
Shelley Engle, engles@ohsu.edu - 503-494-5708

**School of Medicine – Medical Graduate Programs**
Rita Rand, somgrad@ohsu.edu - 503-494-6222

**School of Nursing**
Elizabeth Shatzer, shatzere@ohsu.edu – 503-494-0847

**OSU/OHSU College of Pharmacy (for Oregon State University ceremony only)**
Paige Clark, paige.clark@oregonstate.edu 541-737-2507, 541-736-6607
Jin Bynum, bynuji@ohsu.edu 503-479-5827
Convocation/Hooding Ceremony FAQ’S

The SoD Office of Student Affairs will be closed on Friday, June 5, 2015.

- **Where do I leave my phone, pager, purse, coat, backpack, umbrella, camera case, or other valuables?** These items **MUST** be left with family and/or friends before you enter the building and robing/staging area, as there will be no secure area in which to keep them during the ceremony. Anything left in the staging area will be removed prior to the end of the ceremony and OHSU cannot be responsible for the items. Cell phone/pager should be turned off or set to silent/vibrate during the ceremony.

- **Where do we park?** Parking garages are located below the Convention Center for a fee. There are also surface lots and street parking. There are also many public transportation options.

- **Can family/friends come to the robing/staging area and take pictures?** No. The robing/staging area is for students and participating faculty only.

- **Can I have my baby/small child with me during the ceremony?** No, we are unable to allow babies and small children in the processional. Please make arrangements with family or friends to tend to your baby/child.

- **What do I do with my hood?** The hood is carried into the ceremony and is handed to the faculty member/mentor at the hooding station on stage.

- **What do I do with my regalia after the ceremony?** Feel free to have many photos taken and then deposit your hood and gown into the receptacles provided in the reception area. The cap and tassel are yours to keep. The gowns are bar-coded and they will bill you if they are not returned.

- **What should I expect at the reception?** There will be a light hosted reception following the hooding ceremony for graduates and their families.

- **What about tickets for my family/friends?** Seating is unlimited and no tickets are necessary.

- **When should my family/friends arrive?** The doors will open at 10:30 a.m. for immediate seating. Early admittance is not available.

- **What about children?** Young or small children may have difficulties with the length of the ceremony. Please do not allow children to play in the aisles. If the child(ren) becomes fussy, please adjourn to the outer lobby so as not to disturb the ceremony.

- **Aisles:** Please keep all aisle ways clear at all times. No baby carries, strollers, children or seating is allowed in these areas for safety reasons. Aisles are used during the ceremony by students, staff, and faculty.

If you have further questions about the OHSU Convocation & SoD Hooding Ceremonies, please contact Jenna Wilkinson at wilkinje@ohsu.edu.