Commencement Ceremony Instructions for Graduates
Oregon Health & Science University
2012

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OHSU's Commencement Exercises for 2012 will be held at the **Arlene Schnitzer Concert Hall, 1000 SW Broadway Avenue,** in downtown Portland on Monday, June 4, at 9:00a.m. for the School of Medicine, and at 2:00p.m. for the School of Nursing. The School of Dentistry Commencement Ceremony will be held on Friday, June 15th at 10:00a.m. at a location to be determined. This outlines the OHSU requirements for participation in the 2012 Commencement 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.

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.

__ Graduation announcement form completed and submitted to Royal-T Papers

__ 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 the thirty-seventh Oregon Health & Science University Commencement Ceremonies, see page 10 for school/department contacts.

Important Dates

ORDER DATES:
Order caps, gowns, hoods.

School of Medicine: M.D. Students
Richard Hall Room 4349
Thursday, March 1st, 2012
12:00 p.m. - 2:00 p.m.

School of Medicine - West Campus, Medical Graduate, Division of Management, Allied Health Students
(SoM Students order online)
http://royaltpapers.com

School of Dentistry Students
SoD Students can order online at:
http://royaltpapers.com OR at
School of Dentistry, 2nd floor Student Lounge
Tuesday, March 6th, 2012
10:00 a.m. - 2:00 p.m.

School of Nursing Students
(SoN Students order online)
http://royaltpapers.com

OSU/OHSU School of Pharmacy (Oregon State University Commencement only)
Order caps, gowns and announcements at:
www.oregonstate.edu/events/commencement

FINAL ORDER DATES:

Thursday, April 12th, 2012
(No orders will be accepted after this date.)

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

School of Nursing
Students and Faculty
Friday, May 18th, 2012 @ Grad Fair
10:00 a.m. - 2:00 p.m.
SoN 602

School of Medicine
Students and Faculty
Thursday, May 24th, 2012
10:00 a.m. – 2:00 p.m.
Old Library Building, Great Hall

Department of Science & Engineering
Students and Faculty
Wednesday & Thursday, May 23rd and 24th Anytime *between 8:00 a.m. - 4:00 p.m.*
Paul Clayton Building, Suite 405
West Campus

School of Dentistry
Students and Faculty
Friday, June 1st, 2012
10:00 a.m. - 2:00 p.m.
Room B28, SoD Basement

If you are not able to make the above dates, you can place your order for Caps, gowns and announcements on-line at:
http://royaltpapers.com

OHSU degrees are conferred at the OHSU Commencement ceremonies, celebrating the distinctiveness of their academic disciplines. You will find information about each of the ceremonies below.

School of Medicine and School of Nursing Schedule – Monday, June 4th

***9:00 a.m.* - School of Medicine Commencement and Hooding Ceremony**
Arlene Schnitzer Concert Hall
Students enter from Park Ave. entrance at 8:15 a.m.
Doors open to guests at 8:30 a.m.
Contact Shelley Engle at 503-494-5708 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)

***2:00 p.m.* - School of Nursing Commencement Ceremony**
Arlene Schnitzer Concert Hall
Students enter from Park Ave. entrance at 1:15 p.m.
Doors open to guests at 1:30 p.m.
Contact Elizabeth Shatzer at 503-494-0847 for further information about this event.
http://www.ohsu.edu/son/graduation

(For directions to the Arlene Schnitzer Concert Hall and parking information go to www.pcpa.com/information/parking.php)

School of Dentistry Commencement Schedule – Friday, June 15th

***10:00 a.m.* -** *Students will line up at 9:00 a.m.- Location TBD*
Please contact Jenna Wilkinson or Andrea Williams at 503-494-8825 for further information about this event.

College of Pharmacy

(Oregon State University, College of Pharmacy only)
Friday, June 15th – 1:00 p.m.
LaSells Austin Center Auditorium, Corvallis, OR
http://pharmacy.oregonstate.edu/grad_info

Commencement Participation Policy

You may participate in the 2012 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 2011 or March 2012 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 2012 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, 2012, 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 2012. (*To walk in the June 2012 Commencement ceremonies and to be listed in the programs, graduates in this category must complete the application for degree by April 15, 2012*.)

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 commencement ceremony. Graduates with degree requirements still to be satisfied should contact the registrar 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 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

Graduate Certificate
Gold tassel

Master of Business Administration
Drab-trimmed hood and drab 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

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 Nursing Practice
Apricot-trimmed hood and gold 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 2012 Commencement Ceremonies. 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.) **Graduates and Faculty that are not able to meet the scheduled time will need to order their regalia online at:**

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. (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 (MD), will be paid for by the medical student activity fee.)

Cap and Gown (B.S.)	**$ 27.95**
Cap, Gown and Hood (Masters)	**$ 51.95**
Cap, Gown and Hood (Doctoral)	**$ 56.95**

Announcements
Announcements for the 2012 Commencement Ceremonies can be ordered on line by clicking on the above link to Royal T.
When ordering, 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 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 each event June 4th and June 15th. On June 4th, please deposit gowns in the collection boxes along Main Street on the south side of the Arlene Schnitzer Concert Hall and on June 15th, for the School of Dentistry Ceremony, instructions will be announced once the location is finalized.

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 SON supplies honor cords to recipients at no cost during the Graduation Fair.

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.

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 Arlene Schnitzer Concert Hall is a non-smoking facility.

Commencement Ceremony Directions

Because there will be no rehearsals, graduates are requested to follow the directions of the 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 commencement coordinator to make arrangements as necessary. (See page 10)

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.

Parking
For ceremonies conducted at the Arlene Schnitzer Concert Hall, 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 ceremonies on June 4th should allow for delays due to the raising and lowering of bridges across the Willamette River.

Parking for the School of Dentistry Ceremony – TBD. Students will be notified of the location in a future announcement.

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 Commencement Ceremonies

Allied Health Programs
Clinical Lab Science – Marian Ewell, *ewellm@ohsu.edu* - *503-494-8698*
Dietetic Intern & MCD – Chandra Nautiyal, *nautiyal@ohsu.edu* - *503-494-7596*
Paramedic Program – Suzann Schmidt, *suzann.schmidt@oit.edu* - *503-259-1621*
Radiation Technology - Anne Maddeford, *maddefoa@ohsu.edu* - *503-494-6708*

School of Dentistry
Jenna Wilkinson, *wilkinje@ohsu.edu* - *503-494-8825*
Andrea Williams, *williaan@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* - 5*03-494-5708*

School of Medicine – Medical Graduate Programs
Rita Rand, *somgrad@ohsu.edu* - *503-494-6222*
Physician Assistant – Katie Jones, *jonekati@ohsu.edu* - *503-494-7439*

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

OSU/OHSU School of Pharmacy (*for Oregon State University ceremony only***)**
Paige Clark, *paige.clark@oregonsate.edu* 541-737-2507, 541-736-6607
Abby Luchsinger, *abby.luchsinger@oregonstate.edu* , 541-737-2507