



2012 Commencement Requirements & Ceremony Instructions
Graduate Studies Program
School of Medicine
Oregon Health & Science University

Commencement & Hooding Ceremony
Monday, June 4, 2012

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OHSU's School of Medicine Commencement Exercises

This outlines the OHSU Graduate Studies 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.

School of Medicine Commencement Ceremony Schedule – Monday, June 4, 2012

9:00 am – Commencement and Hooding Ceremony

Arlene Schnitzer Concert Hall - 1000 SW Broadway Avenue, in downtown Portland.

Students enter from Park Ave. entrance by 8:15 a.m.

Doors open to guests at 8:30 a.m.

No Tickets are required.

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

Commencement Check List

- Verify that you are eligible to participate in the ceremony
- Watch your email, the newsletter and the Graduate Studies website for further information www.ohsu.edu/som/graduate
- Order your regalia on-line at Royal-T Papers www.royaltpapers.com
- Order graduation announcements on-line at Royal-T Papers www.royaltpapers.com
- Pick up regalia. Note: Student hoods will be handed out at the Commencement Ceremony.

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-sixth Oregon Health & Science University Commencement Ceremonies, contact the Office of Graduate Studies at somgrad@ohsu.edu

Commencement Participation Policy for GRADUATE STUDENTS

**PhD
Master
Master of Business Administration
Master of Science
Master of Public Health
Physician Assistant**

You may participate in the 2012 Commencement exercises if you have fulfilled one of the below requirements:

You are recommended by the dean and faculty of your school for graduation AND

1. You completed the requirements for your degree in Summer Term 2011, Fall Term 2011, or Winter Term 2012 AND
 - a. You have completed and filed an Application for Degree form with the registrar by April 15, 201
2. You have successfully defended your thesis/dissertation by May 1, 2012 AND
 - a. You have completed and filed an Application for Degree form with the registrar by April 15, 201
 - b. Your final paperwork is turned in to the Office of Graduate Studies by end of day on May 21, 2012
3. You are a non-thesis or capstone Master student AND
 - a. You will complete degree requirements by the end of Spring 2012 term.
 - b. Completed and filed an Application for Degree form with the registrar by April 15, 2012
4. You are enrolled in the Clinical Laboratory Science, Radiation Therapy, Physician Assistant, OHSU/VAMC Dietetic Internship, Doctor of Pharmacy or Paramedic Education program AND
 - a. Will complete your degree requirements by December 31, 2012.
 - b. Have completed and filed an Application for Degree form with the registrar by April 15, 2012 - if required.
5. You are enrolled in the Clinical Nutrition Program AND
 - a. Will complete your degree requirements during the Summer Term 2012.
 - b. Have completed and filed an Application for Degree form with the registrar by April 15, 2012 - if required.

Diplomas

Diplomas are available to students once the degree verification has been completed. Students receive diploma covers during the commencement ceremony. Graduates who still need to complete degree requirements 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.

Regalia Ordering and Dates

ORDER DATES

Order regalia by the deadline

Thursday, April 12, 2012 by 11:59 pm (EST).

*Medical Graduate, (including West Campus),
Division of Management, Allied Health*
(order online)

<http://royaltpapers.com>

Physician Assistant students – Contact your program for ordering instructions

Designate the Campus delivery location upon ordering.

Dual degree student, please email the Office of Graduate Studies at somgrad@ohsu.edu to insure that your Graduate Hood will be ordered.

DISTRIBUTION DATES

Regalia Pick up:

Unclaimed regalia will not be taken to the Commencement ceremony.

It is the Student or Faculty member's responsibility to pick up their regalia. If you are unable to pick up your regalia, please make arrangements for someone else to do so.

Marquam Hill

Students and Faculty

Thursday, May 24, 2012

10:00 a.m. – 2:00 p.m.

Old Library Building, Great Hall

West Campus

Students and Faculty

Wednesday & Thursday, May 23 and 24, 2012

8:00a.m.-4:00 p.m.

Paul Clayton Bldg, Suite 405

Walker Road Campus

Full regalia ordering instructions

Students: <http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/students/upload/OHSU-School-of-Medicine.pdf>

Faculty: <http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/students/upload/OHSU-School-of-Medicine-Faculty.pdf>

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 order your regalia appropriately. Student hoods will not be handed out with the regalia but will be received at the Commencement ceremony.

School of Medicine

Bachelor of Science	<i>Green tassel</i>
Graduate Certificate	<i>Gold tassel</i>
Master of Business Administration	<i>Drab-trimmed hood and drab tassel</i>
Master of Clinical Dietetics	<i>Green-trimmed hood and green tassel</i>
Master of Clinical Research	<i>Green-trimmed hood and green tassel</i>
Master of Public Health	<i>Salmon Pink-trimmed hood and tassel</i>
Master of Physician Assistant Studies	<i>Green-trimmed hood and green tassel</i>
Master of Biomedical Informatics	<i>Green-trimmed hood and green tassel</i>
Master of Science	<i>Gold-trimmed hood and gold tassel</i>
Doctor of Medicine	<i>Green-trimmed hood and gold tassel</i>
Doctor of Philosophy	<i>Sapphire blue-trimmed hood and gold tassel</i>

General Regalia Information

Regalia

Participants are required to order and wear the appropriate academic costume at the OHSU 2012 Commencement Ceremonies.

Regalia Rental Fees

- School of Medicine – Master’s, Master of Science, Master of Public Health, and PhD degrees will be paid for the by the Office of Graduate Studies.
- Physician Assistant – Contact Katie Jones at jonekati@ohsu.edu or 503-494-7439 to order
- Bachelors and Certificate degrees - \$27.95 fee paid at the time of ordering
- Faculty - \$56.95 fee paid at the time of ordering

Announcements

Announcements for the 2012 Commencement Ceremonies can be ordered on line at www.royaltpapers.com

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 4 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 taken 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 event. Please deposit gowns in the collection boxes provided along Main Street on the south side of the Arlene Schnitzer Concert Hall.

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.

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 should allow for delays due to the raising and lowering of bridges across the Willamette River.

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.

Contacts for Commencement Ceremonies

School of Medicine - Master's, PhD, and Certificate Programs

Graduate Studies Office Rita Rand randr@ohsu.edu 503-494-6222
Rita Rand

Physician Assistant Program

Katie Jones jonekati@ohsu.edu 503-494-7439

Allied Health Programs

Clinical Lab Science	Marian Ewell	ewellm@ohsu.edu	503-494-8698
Dietetic Internship	Chandra Nautiyal	nautiyal@ohsu.edu	503-494-7596
Paramedic Program	Suzann Schmele	schmeles@ohsu.edu	503-625-4721
Radiation Technology	Anne Maddeford	maddefoa@ohsu.edu	503-494-6708