This document 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.
OHSU’s Convocation Day  
Friday, June 5th at 11:00 am  
Oregon Convention Center  
777 NE Martin Luther King Jr. Blvd., Portland, OR 97232.

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 103-109

Immediately following Convocation, the schools will be holding their Hooding/Pinning Ceremonies celebrating the distinctiveness of their academic disciplines.

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 the administrative offices.  
School Reception immediately following in the Portland Ballroom and Portland Ballroom lobby space  
For further information about this event contact Rita Rand at randr@ohsu.edu or 503-494-8754

Commencement Check List

- Verify that you are eligible to participate in the ceremony  
- Watch your email (make sure we have a current one if you’ve already completed degree requirements) and the Student Portal for further information  
- Order your regalia on-line at Royal-T Papers by the April 15, 2015 deadline  
  http://colleges.herffjones.com/college/_ohsu/  
- Order graduation announcements on-line at Royal-T Papers  
  http://colleges.herffjones.com/college/_ohsu/  
- Pick up regalia.  
- Show up at the ceremony with your regalia

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 Oregon Health & Science University Commencement and Hooding Ceremonies for Graduate Students or Faculty, please contact Rita Rand in the Office of Graduate Studies at randr@ohsu.edu
2015 Commencement Participation Policy for GRADUATE STUDENTS

PhD
Master
Master of Business Administration
Master of Science
Master of Public Health
Graduate Certificate
Bachelor of Science
Associate of Applied Science

Questions regarding eligibility should be directed to Rita Rand at randr@ohsu.edu

You may participate in the 2015 Commencement exercises if you have fulfilled the following conditions:

You are recommended by the dean and faculty of your school for graduation AND
Complete and submit the application for degree to the Registrar’s office by April 15, 2015

AND

1. You completed requirements for your degree in Summer Term 2014, Fall Term 2014, or Winter Term 2015

OR

2. You are a PhD or thesis Master student (excluding Clinical Nutrition, see #3) and will complete the thesis binding and final paperwork requirements no later than the end of Summer Term 2015 AND
   a. Have an filed and approved Request for Oral Exam on or before May 20, 2015 with the Office of Graduate Studies with the oral exam defense scheduled on or before the end of Summer Term 2015 AND
   b. Are approved to participate in commencement by your Program Director

OR

3. You are enrolled in the Clinical Nutrition Program
   a. Will complete your degree requirements by the end of Summer Term 2015 AND
   b. Are approved to participate in commencement by your Program Director

OR

4. You are enrolled in non-thesis or capstone Master or Certificate program
   a. Will complete degree requirements by the end of Summer Term 2015 AND
   b. Are approved to participate in commencement by your Program Director

OR

5. You are enrolled in the Clinical Laboratory Science, Radiation Therapy, Physician Assistant, or Paramedic Education program
   a. Will complete your degree requirements by December 31, 2015

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 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 Distribution

ORDER DATES
Order regalia by the deadline
Friday, April 17, 2015 by 11:50 pm (EST)
No orders will be accepted after this date.

All orders are done online at
http://colleges.herffjones.com/college/_ohsu/

Dual degree student, please email Rita Rand in the Office of Graduate Studies randr@ohsu.edu to confirm your attendance and insure that the proper Graduate Studies Hood will be ordered by Graduate Studies.

REGALIA DISTRIBUTION DATES
For all Faculty and Students
Thursday, May 21st from 12 Noon to 6 pm
Friday, May 22nd from 8 am to 1 pm
OHSU Student Center

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.

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. Doctoral tassels are gold, all other degree tassels are green.

School of Medicine

<table>
<thead>
<tr>
<th>Degree Type</th>
<th>Color and Trim</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Science</td>
<td>No hood</td>
</tr>
<tr>
<td>Graduate Certificate</td>
<td>No hood</td>
</tr>
<tr>
<td>Master of Business Administration</td>
<td>Drab-trimmed hood</td>
</tr>
<tr>
<td>Master of Clinical Dietetics</td>
<td>Green-trimmed hood</td>
</tr>
<tr>
<td>Master of Clinical Research</td>
<td>Green-trimmed hood</td>
</tr>
<tr>
<td>Master of Public Health</td>
<td>Salmon Pink-trimmed hood</td>
</tr>
<tr>
<td>Master of Physician Assistant Studies</td>
<td>Green-trimmed hood</td>
</tr>
<tr>
<td>Master of Biomedical Informatics</td>
<td>Green-trimmed hood</td>
</tr>
<tr>
<td>Master of Science</td>
<td>Gold-trimmed hood</td>
</tr>
<tr>
<td>Doctor of Medicine</td>
<td>Green-trimmed doctoral hood</td>
</tr>
<tr>
<td>Doctor of Philosophy</td>
<td>Sapphire blue-trimmed doctoral hood</td>
</tr>
</tbody>
</table>
General Regalia Information

Regalia
Participants are required to order and wear the appropriate academic costume at the OHSU 2015 Commencement Ceremonies.

Regalia Rental Fees
- School of Medicine – Master’s, Master of Science, Master of Public Health, and PhD degrees will be paid for by the Office of Graduate Studies.
- Certificate and Bachelors - $27.95 fee paid at the time of ordering
  There is a home shipment option available for Certificate and Bachelor students who are unable to pick-up their regalia order on campus. The cost is $13 and items will ship on May 26th and be delivered by May 29th.
- Faculty – (make sure to order your degree issuing institute hood)
  o Masters, full regalia $59.95 fee paid at the time of ordering
  o Doctoral, full regalia $74.95 fee paid at the time of ordering

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.

Announcements
Announcements for the 2015 Commencement Ceremonies can be ordered on line at http://colleges.herffjones.com/college/_ohsu/
When ordering, consider sending an invitation to a member of the faculty who has been especially influential to you during your time at OHSU.

Return of Gown
Representatives from Royal-T Papers will be collecting rental gowns following the event. Please deposit gowns in the collection boxes provided outside the 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 Oregon Convention Center 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 ceremonies.

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 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.

Contacts for Commencement Ceremonies

School of Medicine – Certificate, Master’s, and PhD Programs
Graduate Studies Office Rita Rand randr@ohsu.edu 503-494-6222
Grad Programs in Human Nutrition Anne Peasley peasleya@ohsu.edu 503-494-7596

Allied Health Programs
Clinical Lab Science Deb Disko deb.disko@oit.edu 503-821-1146
Paramedic Program Deb Disko deb.disko@oit.edu 503-821-1146
Radiation Therapy Barb Agrimson agrimsob@ohsu.edu 503-418-5401
FAQS
The Office of Graduate Studies will be closed on Monday, June 5, 2015. If you have questions the day of the ceremony – please call the SOM Dean’s Office at 503-494-8200

Where do I leave my phone, pager, purse, coat, backpack, umbrella, camera case, or other valuables? These 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. A ringing phone while you’re being hooded would be highly embarrassing.

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.

Hood The hood is carried into the ceremony and is handed to the faculty member at the hooding station where the student kneels on the hooding bench to receive the hood. The School of Medicine ceremony does not allow for individual faculty mentors, family members, or other dignitaries to hood students.

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 tent 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.

Reception: There will be a light hosted reception following the ceremony for graduates and their families.

What about tickets for my family? Seating is unlimited and no tickets are necessary.

When should the family arrive? The doors will open at 10:30 am 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 allowing in these areas for safety reasons. Aisles are used during the ceremony by students, staff, and faculty.

Cell Phones and Pagers: Please remind family to turn off, or set to silent, all cell phones and pagers during the ceremony.

If you have further questions about the Oregon Health & Science University SOM Commencement Ceremony, please contact Rita Rand at randr@ohsu.edu.