

MENLO COLLEGE COMMENCEMENT

May 10, 2008



INFORMATION BROCHURE

Congratulations on earning your undergraduate degree from Menlo College. Over the past few years you have accomplished a great deal and now it is time to honor your achievement and celebrate with fellow classmates, family, and friends.

Menlo College's Commencement Ceremony will take place on Saturday, May 10, 2008 at 11:00am in the Quad. The following information will help you make this celebration meaningful and enjoyable. If you have any questions, please don't hesitate to contact JoAnn McKee (650-543-3779 or jmckee@menlo.edu) in the Office of Student Affairs. You may also visit the Menlo College Commencement website at www.menlo.edu/graduation.

COMMENCEMENT CHECKLIST

Commencement Website

Please visit the Menlo College Commencement website at www.menlo.edu/graduation. If you are using an on-campus computer all you need to do is type "graduation" in the address bar to get to the Commencement website. You may also access the Commencement website from the main Menlo College website (www.menlo.edu) and go to "Current Students" or "Working Adults". All forms provided to you at the Graduation Information Meetings on January 31, 2008 are posted on the Commencement website. If you need additional copies of forms you may download them from the Commencement website.

Commencement Fee

The Commencement Fee (currently \$300.00) covers such expenses as graduation caps, gowns, honor cords, diplomas, diploma covers, graduation audit, and graduation ceremony and celebrations. This fee will automatically be charged to you.

Announcements

Personalized graduation announcements and accessories are available from Herff Jones. Announcements can be ordered on line at www.herffjones.com/college/graduation. Please allow

at least two weeks for delivery. Brochures regarding ordering your announcements will be included in the graduation information packets distributed at the January 31 information meeting(s). Generic announcements, including note cards, custom seals and thank you cards are also available in the Bookstore. For more information please call (650) 543-3711 or visit <http://bookstore.menlo.edu>. **Please note:** Menlo College does not issue invitations- it is up to you to notify friends and family of this special occasion. Ordering announcements is the perfect way to do this.

❑ Class Rings

Class rings may be ordered from the Bookstore at any time. "Ring Day" is scheduled for **March 13, 2008** from 11:00am – 3:00pm. Discounts will be available if you order your class ring on "Ring Day". Contact Lou Chorak at Herff Jones for ring ordering information (707-864-2265 or email at LouChorak@aol.com.)

❑ Caps, Gowns and Hoods

Cap and Gown Order Forms must be returned to the bookstore no later than 5:00 pm on Friday, **March 14, 2008**. There will be a **\$25 late fee** collected if the Cap and Gown Order Form is turned in after the deadline. Your cap, gown and hood will be available for pick-up in the Bookstore on **Monday, April 28, 2008**. A tassel is included with your cap.

The hoods for Menlo College are:

White	Liberal Arts
Beige	Management
Maroon	Mass Communication

Caps, hoods, and tassels may be kept, but **gowns must be returned immediately following the ceremony.** If you are unable to return the gown immediately after the ceremony, you must return it to the Bookstore no later than **Friday, May 16, 2008** to avoid a late charge.

If you return the gown after **May 16, 2008**, you will be charged a \$50 late fee. If you do not return the gown, you will be responsible for the \$300 gown replacement cost.

A receipt will be issued for the returned gown. This proof of return must be shown to the Office of Academic Advising when picking up your diploma.

❑ Honor Cords

The honors that are listed in the Commencement Program and announced on Commencement Day are considered **Expected Honors**. They are based on your cumulative GPA as of the end of Fall Semester 2007. If you are graduating with expected honors, honor cords will be distributed at check-in on Commencement Day in the Haynes-Prim Pavilion. Please note that your honors listed in the Commencement Ceremony Program are considered unofficial and may be different than what is listed on your diploma as the honors listed on your diploma are based on your final Menlo College cumulative GPA.

Honors are determined as follows:

Cum Laude	3.500 – 3.6999
Magna Cum Laude	3.700 – 3.8999
Summa Cum Laude	3.9000 – 4.0000

❑ Commencement Ceremony Program

The names of all graduation candidates are published in the Commencement Ceremony Program. The Commencement Program will list your degree, major, concentration (if any), hometown, expected honors (if any) and honors society membership (if any). This information will be taken from the Commencement Information Form you submit to the Student Services Center.

Commencement Information Forms should be turned in to the Student Services Center by Friday, **February 22, 2008**, to guarantee the accuracy of the information listed in the program.

Please visit the **Menlo College Commencement website** (www.menlo.edu/graduation) to review your name, degree, major, concentration (if any), hometown, expected honors (if any) and honors society membership (if any) as it will be published in the Commencement Ceremony Program. Contact the Office of the Registrar at 650-543-3737 or registrar@menlo.edu if any changes are needed to your listing by Wednesday, March 5, 2008. Changes cannot be made to the Commencement Ceremony Program after March 5, 2008. **Your submission of the Commencement Information Form indicates your authorization for Menlo College to list your name and graduation information on the Commencement website.**

❑ Photographs

You may take Senior portraits. These portraits are taken before Commencement Day. **You must sign-up with Joann McKee in the Office of Student Affairs to schedule a date and time** or contact her at (650) 543-3779 or jmckee@menlo.edu. These portraits make a nice addition to the graduation announcements. Please meet in front of Brawner Hall to have your portrait taken.

Arrangements have also been made for group (by major), cap and gown and “graduate receiving diploma” photographs to be taken on the day of Commencement beginning at 8:20 am. *You must check-in at the Haynes-Prim Pavilion beginning at 8:00 am before getting your photo taken.* Photograph package information will be available from Doug Peck, the photographer. If you have any questions, contact Doug at (650) 938-1925. You are under no obligation to purchase photographs.

❑ Campus Mailbox Keys

Graduating seniors must return their campus mailbox keys. All students must return their key to the Student Services Center by Friday, **May 9, 2008**. If you do not return your key, you will be charged a \$10.00 replacement fee. Make sure to check your mailbox before you turn in your key, in order to pick up any mail you may have.

❑ Changing Your Mailing Address

You must contact the Menlo College Post Office, either in person or by phone at 650-543-3824, to notify us of where you would like your mail to be forwarded. (Please note that magazines, newspapers and junk mail will not be forwarded). Mail will only be forwarded for up to 3 months. You must also submit an official address change to the United States Post Office. This document will be included in your Graduate Information Packet. It is ultimately your responsibility to make address changes for your bank statements, bills, magazines, etc.

❑ Commencement Rehearsals

The 2008 Commencement rehearsals are scheduled for Wednesday, **May 7, 2008** and Thursday, **May 8, 2008**, on the Main Quad. To accommodate the schedules of working students, two rehearsal times are offered, each taking approximately 1 hour.

If you are planning to participate in the Commencement Ceremony, you must attend one of the following rehearsal times:

Wednesday Evening rehearsal	6:00 pm – 7:00 pm (meet on Main Quad)
Thursday Afternoon rehearsal	2:00 pm – 3:00 pm (meet on Main Quad)

Be sure to arrive promptly at the scheduled time.

❑ Guests

You may invite as many guests as you wish to the Commencement Ceremony. Please be aware, however, that this is an outdoor ceremony. The day may be warm (seating in the shade is limited) or it may rain. The ceremony will be held outside on the Quad, rain or shine!

Please note: Menlo College does not issue invitations. It is up to you to notify friends and family of this special occasion.

❑ Special Accommodations

Participants or guests with special needs (such as a hearing impairment or physical disability) should contact Jennifer Montez at (650)-543-3823 or jmontez@menlo.edu in the Office of Advancement by Tuesday, **April 8, 2008** to make special arrangements.

Commencement Day Saturday, May 10, 2008, 11:00AM

Assembly

All Graduation Candidates must report to the gym floor in the Haynes-Prim Pavilion to check in on Saturday, **May 10**, beginning at 8:00am.

During check-in, you will be given a card listing your name, major and expected honors (if any). On this card you will be required to write down the phonetic pronunciation of your name. There will be staff to assist you. **You must hang onto this card.** You will hand the name card to a Menlo staff member during the ceremony when you reach the stage entrance so make sure to hang onto it. Please leave purses and valuables with your family or friends as there will be no secure area in which to leave these items while you are participating in the ceremony. Menlo College assumes no liability for lost or stolen items.

Staff will be available to assist you in getting into your gown, hood, and cap. The tassel should hang on the right side of your cap and your hood should be draped over your right arm.

At approximately 8:20am, class pictures will begin. Student marshals will escort your major cohort to the photo station. Please be advised that there is a strict schedule for pictures and your promptness in reporting to the gym **on time** is critical. There will be no make-ups if you miss your picture(s).

We will begin lining up for commencement at 10:00am. There will be signs in the gym designating assembly areas for each group by major. Be sure you have your reading card – it is the only information the reader will have to assist with the pronunciation of your name.

This is a day of celebration for Graduation Candidates and their families and friends, as well as a time-honored Menlo College tradition. All campus policies remain in effect throughout

Commencement Day. Individuals who choose to violate a policy may not be permitted to participate in the Commencement Ceremony. Please make this a special event for all participants and guests.

Procession into the Quad

Once all Graduation Candidates are assembled by major, the procession will begin. The President and Menlo College Trustees will lead, followed by the faculty and staff, and finally all of the Graduation Candidates. Student marshals will assist all the groups during the ceremony.

Welcome

Everyone will stand for the welcome. Graduation Candidates are to remain standing until the Trustees are seated on stage. President Timothy Haight and members of the Board of Trustees will take their places on stage to present and accept the graduating Class of 2008 for the conferral of degrees. After the conferral, you are to be seated until you are called forward.

Ceremony Procedures

Graduation Candidates will be directed to the stage by a student marshal. You will walk to the stage and present the name card, face up, to the reader. After your name is announced, you will walk to center stage and turn to face the audience for the hooding ceremony. The hood will be taken from your right arm and placed over your shoulders.

Once hooded, you will proceed to President Haight to be presented with your diploma cover. You will receive your diploma cover with your left hand and shake the President's hand with your right hand. A photo will be taken as you accept your diploma from the President.

After you receive your diploma cover, proceed to the stairs at the front of the stage and, while walking down the steps, turn your tassel from the right side of your cap to the left. Return to your seat.

Graduation Marshals will be on hand to assist you throughout the ceremony. Please be advised that graduates will have reserved seating and that family and loved ones will not be permitted in the graduate area.

Recessional

After all of the degrees have been conferred, President Haight will present a few closing remarks and the recessional music will begin. Once the President, Board of Trustees and Faculty have exited the stage and seating area, you are to recess to the back of the Quad and join your families and friends.

Reception

A reception will be held immediately following the Commencement Ceremony. Signs will be posted to direct you to the reception area at the front of the College. All graduates and their families are invited to attend.

DIPLOMAS

Menlo College diplomas will list your name, major, month and year of graduation, and final graduation honors. The diploma will not list your concentration. The name that will be printed on your diploma will be taken from your graduation petition. Don't forget to visit the **Menlo College Commencement website** (www.menlo.edu/graduation) to review your name, degree, major, concentration (if any), hometown, expected honors (if any) and honors society membership (if any) as it will be published in the Commencement Ceremony Program. Contact the Office of the

Registrar (650-543-3737 or registrar@menlo.edu) if any changes are needed to your listing by Wednesday, March 5, 2008. Changes cannot be made to the Commencement Ceremony Program after March 5, 2008. **Your submission of the Commencement Information Form indicates your authorization for Menlo College to list your name and graduation information on the Commencement website.**

Your diploma will be mailed to the address you provided on your graduation petition. If you specified that you will pick up your diploma, you will receive a notice at this address or a phone call when your diploma is available for pick-up. Please contact Rachel Tipton in the Office of Academic Advising at (650) 543-3917 or rtipton@menlo.edu with any questions or concerns regarding your diploma.

December and May Graduates

If you are cleared by the Business Office and have met all degree requirements, you will receive your diploma by certified mail (unless you are picking up your diploma) in approximately twelve to fourteen weeks after Commencement. Your graduation gown must have been returned to the Bookstore before your diploma can be released.

August Graduates

If you are completing additional units during the summer at another institution, an official transcript must be received by the Office of Academic Advising by Friday, **September 12, 2008**. You cannot owe any money to the College and your graduation gown must have been returned to the Bookstore before your diploma can be released.

Graduates: Please share all information with family and friends. Note that the information contained in this brochure can also be accessed at www.menlo.edu/graduation.

Commencement 2008 – At a Glance

January 31	Graduation Information Meetings, 12:30pm and 9:00pm, Florence Moore Auditorium – all December and May graduates are encouraged to attend one of these meetings.
February 22	Deadline to submit Commencement Information Form to the Student Services Center.
March 13 14	“Ring Day” 11:00am-3:00pm – discounts available if ordering class rings on these dates. Deadline to submit Cap and Gown Order Form to the Bookstore.
April 8 28	Last day to make special accommodations for guests with the Office of Advancement. Cap and gown available for pick-up in the Bookstore.
May 7 7 8 9 9 10 10 16	Commencement rehearsal, 6:00 pm, Main Quad. PSP Graduation Celebration, 7:00pm, Russell Center. Commencement rehearsal, 2:00pm, Main Quad. Senior Reception (Traditional Program), TBA- contact the Office of Student Affairs for information. Campus Mailbox keys must be returned to the Student Services Center. Commencement Ceremony – Check-in begins at 8:00am in the Haynes-Prim Pavilion. Ceremony begins at 11:00am on the Quad. Cap and Gown photographs taken beginning at 8:20am. Return gowns to the Bookstore immediately following ceremony. Deadline to return gowns to the Bookstore without a \$10.00 late fee.

Don't forget to visit the Menlo College Commencement website at www.menlo.edu/graduation for all of this information and more.