

May 2011 Commencement

MPS Graduates: If you purchased a hood with the incorrect color on the border and would like the correct hood, please contact Tara Young at ty74@georgetown.edu.

[Attention Students: Please download the student instructions and read them carefully for full details on the Commencement Ceremony.](#) These instructions include separate "rain or shine" instructions.

The School's annual Commencement Ceremony and Reception will be held on Friday, May 20, 2011 to honor August 2010, December 2010 and May 2011 graduates of the Bachelor of Arts in Liberal Studies, Master of Arts in Liberal Studies, Doctor of Liberal Studies, and Master of Professional Studies degree programs.

- Student Check-In: 2:00 p.m., 2nd Floor, [White Gravenor](#) (Rain Location Tent Area, [McDonough Arena](#))
- Ceremony: 3:30 p.m., [Healy Lawn](#) (Rain Location [McDonough Arena](#))
- Reception: 5:00 p.m., [Leo J. O'Donovan Dining Hall](#)

No tickets will be required, but students must [RSVP](#) with an approximate number of guests to help us plan for the reception following the event.

Please review the [Graduation Application and Clearance Process](#) to ensure you are eligible and cleared to participate.

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Commencement Ceremony Check-in Procedures

Students should report to the second floor of White Gravenor by 2:00 p.m. for official check-in and lineup by program. The formal procession onto the Lawn will begin promptly at 3:15 p.m. Information concerning the check-in and lineup location will be provided by e-mail to those graduates who have [RSVP'd](#) to walk at commencement.

All students will receive a packet of announcements through their respective home departments prior to graduation. If you would like to order personalized announcements, you may do so at www.Jostens.com.

Participating faculty members should arrive to the second floor of White Gravenor by 2:00 p.m. for official check-in and lineup. Information concerning the check-in and lineup location will be provided by e-mail to faculty who have [RSVP'd](#) for commencement.

Students and Faculty: Please note that you will be responsible for carrying all of the items you bring with you on graduation day. Purses/bags will not be allowed in the procession. Please leave all cameras, purses, wallets, etc with your family/friends before you arrive to sign-in.

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Eligibility for Graduation, Clearance and Financial Holds

Please review the [Graduation Application and Clearance Process](#) to ensure you are eligible and cleared to participate.

The academic clearance process for graduation can be completed only after all grades have been submitted and recorded. Students who do not have all grades recorded cannot be cleared. Therefore, we ask all graduating students to notify their instructors of their intent to graduate and to encourage their instructors to post grades in a timely manner. Students may not graduate with outstanding incompletes on their record. International students should contact the Office of International Programs at (202) 687-5867 to update their status.

All students are encouraged to review their [transcripts](#) with their academic departments as they prepare for graduation to ensure that everything is in order.

****Please note:** BALS and MPS students who are within 6 credits of completing their coursework in the up-coming summer semester may choose to walk in the Commencement Ceremony. MALS and DLS students must have completed all required coursework and have received thesis approval from their academic advisor to walk in the Ceremony. In very rare cases, final thesis review and approval from the Dean's Office might occur after Commencement. Only the names of students expected to complete their degrees by the end of the current spring semester (and who earned their degrees in the prior year's fall and summer semesters) will appear in the annual Commencement Book. For example, the names of students graduating in summer 2011 will appear in the following year's 2011-2012 Commencement Book.

The University cannot distribute diplomas or official transcripts to students with financial obligations in excess of \$100. It is imperative that students resolve all financial obligations prior to graduation through the Office of Student Accounts, located on the lower level of White Gravenor.

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RSVP Requirements

To help us keep track of numbers for planning purposes, please [RSVP](#) with your total number of guests no later than Sunday, May 1, 2011.

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Commencement Parking

Parking during commencement weekend is challenging. Please view the "tips for parking and getting to campus" section of the commencement website before commencement day: <http://commencement.georgetown.edu/tips.html>

There is limited handicapped parking in the [Southwest Garage](#). When possible, guests should drop off the handicapped family member close to the commencement site and then park the car. There will also be a handicapped shuttle bus running continuously from the main gate to various sections of campus all day on Friday, Saturday, and Sunday.

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Commencement Ceremony Rain Location

In the event of rain, the School of Continuing Studies will conduct the graduation ceremony in the Georgetown University [McDonough Arena](#). Please note that in the event of rain, there will be no restrictions to the number of guests you may invite to the Commencement Ceremony or Reception.

How will I know if there is a rain call?

If you have questions about the status of the ceremony, you may check the University's main web page (Georgetown.edu), the inclement weather page (<http://www.georgetown.edu/operating-status/index.html>) or call the inclement weather line: **(202) 687.7669** for updates.

Rain Check-in Procedure:

In the event of rain, students should meet at the tent in front of McDonough Gym for check-in. In the event of rain, faculty should line up in the West Hall of McDonough Gym for check-in.

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Commencement Speaker

The SCS commencement speaker will be announced in early May by the Georgetown University Office of Communications along with the commencement speakers from Georgetown's other schools.

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Commencement Video

HD video of the SCS commencement ceremony is now available. To purchase, please send a check for \$20.00 (per copy) made payable to:

Georgetown University School of Continuing Studies
Attn: Graduation Video
3307 M Street NW

Suite 202
Washington, DC 20057

Please include your name, cell phone number, and the address where the video should be sent. Ordering questions may be emailed to scsgrad@georgetown.edu.

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Commencement Photography

Photos of Commencement may be downloaded here: <http://georgetown.photoshelter.com/gallery/2011-SCS-Commencement-Public/G00007JVxQRTfJmk>

The case sensitive password for accessing the photos is: 2011.SCS

Photos of Tropaia may be downloaded here: <http://georgetown.photoshelter.com/gallery/2011-SCS-Tropaia-Public/G0000RgK2qfJXSIM>

The case sensitive password for accessing the photos is: 2011.SCS

[Commencement and Tropaia photographs will be available for you to download and purchase after the commencement weekend. The link to these photos will be provided here when available.]

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Commencement Program Book

The University Commencement Book is published once per year for this Ceremony. Only the names of students expected to complete their degrees by the end of the current spring semester (and who earned their degrees in the prior year's fall and summer semesters) will appear in the annual Commencement Book. While every effort is made to ensure complete accuracy within the Commencement Book, please note that appearing in it does not guarantee degree conferral, nor does the act of walking in the Commencement Ceremony. *Degrees are awarded and posted on transcripts only after all requirements have been successfully completed and certified by the Office of Academic Affairs & Compliance.*

If there are extra copies of the 2011 Commencement Program Book after the ceremony, we will make them available on a first-come, first-served basis. An email will go out with specifics once we know if there are extras.

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Request Special Needs for Commencement Day

Sign interpreters will be present at the ceremony. If students or friends/family have other special needs to help them enjoy the ceremony, please let us know by Friday, May 6, 2010, in an e-mail to scsgrad@georgetown.edu. We will do our best to accommodate all special needs.

There is limited handicapped parking in the [Southwest Garage](#). When possible, guests should drop off the handicapped family member close to the commencement site and then park the car. There will also be a handicapped shuttle bus running continuously from the main gate to various sections of campus all day on Friday, Saturday, and Sunday.

For those of you who requested wheelchair rental on graduation day, please have your family member bring a photo ID and major credit card (to hold only, it will not be charged unless it is not returned) to the main university gates (37th and O street) when they arrive to pick up the wheelchair. There will be ushers assigned to assist wheelchair guests in their rental, as well as getting to the reserved wheelchair seating. Each wheelchair guest may bring one additional guest into this section to sit with them during the ceremony.

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Instructions for Ordering Your Cap and Gown for Students

To participate in the commencement ceremony, students must be dressed in the correct academic attire. Students are responsible for ordering their own commencement regalia from the Georgetown Bookstore. Cap and gown rental is not offered for students.

Students may purchase and pick-up gowns at the bookstore the week of Commencement.

In person pickup dates:

Monday - Friday, May 16-20, 9am-7pm

Saturday, May 21, 8am-6pm

Graduating students may also purchase regalia by calling the bookstore catalog department at 1-800-548-5452. Calling this number will also allow you to request Fed Ex delivery of your regalia.

The hood for the Master of Arts in Liberal Studies degree is white. The hood for the Master of Professional Studies degree is peacock blue.

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Instructions for Ordering Your Cap and Gown for Faculty

Participating faculty members must wear academic regalia to the ceremony.

[RSVP](#) here for the commencement week activities by March 28, 2011, and to provide rental information for your commencement regalia. Regalia rental is provided by the School of Continuing Studies at no cost to faculty.

Faculty may also purchase custom made Regalia at their own cost (\$420.95 for Doctoral gown, hood, tam, tassel and \$295.95 for Masters). To select this option, faculty must call Jostens directly at 800-854-7464. Details and photos can be found at www.jostens.com/college/special

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Commencement Reception

The Commencement Ceremony will be followed by a Commencement Reception at Georgetown University [Leo O'Donovan Dining Hall](#) at 5:00 p.m. Students may invite all commencement guests to this reception. Students can pick up their diplomas before or during the reception in [McShain Large](#) in McCarthy Hall directly across from the Leo O'Donovan Dining Hall.

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