March 6, 2015

Dear Graduate,

Congratulations from all of us in the Gladys L. Benerd School of Education on successfully completing your degree work in the School. We are indeed proud of your accomplishments!

On behalf of the faculty and staff of the School, I warmly invite you, your family and friends to join us on May 9 for two very special events honoring our graduates:

1. **University of the Pacific Commencement**
   - Saturday, May 9th, 9:00 - 11:00 a.m. at Alex G. Spanos Center.
   - Details about the ceremony and guest speakers are available on the website at [www.pacific.edu/commencement](http://www.pacific.edu/commencement).

2. **Gladys L. Benerd School of Education Diploma and Hooding Ceremony**
   - Saturday, May 9th, 5:00 - 6:30 p.m. at Alex G. Spanos Center, with a reception to follow.

Please be aware of the following:

- **Tickets will be required for your guests to attend the Commencement ceremony only. Tickets can be picked up at the Alumni House with your student ID. Students are guaranteed 5 tickets each.** If you are not local, you may call the Commencement Office at 209-946-2666 to request tickets be mailed to you. **Extra tickets will be released closer to the event.**
- Tickets are not required for the Diploma & Hooding Ceremony in the afternoon.
- **There will be no rehearsal for any of these ceremonies.** So please review the guidelines carefully.
- Please complete and return the enclosed questionnaire as soon as you can in the pre-addressed, stamped envelope.
- Please consult the website for parking locations on and off campus.
- **Be sure to make hotel reservations ASAP.** There will be other events in Stockton on this weekend.

Again, congratulations. If you have any questions, please call Sue Erickson in the Dean’s Office at (209) 946-2683 or Kim Heinrich at (209) 946-2556. See you at the ceremonies!

Sincerely,

Lynn G. Beck
Dean

LGB/sme

Enclosures: Guidelines for Graduates
Graduate Questionnaire
Purpose of Academic Regalia
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Campus Map
General Guidelines for Benerd School of Education Graduates
2015 Commencement Ceremonies

Graduates of the Benerd School of Education who completed or will complete baccalaureate, Master’s, Educational Specialist, or doctoral degree programs in August 2014, December 2014, or May 2015 are invited to participate in the following Commencement-related ceremonies:

➢ Friday, May 8, 4:00 p.m.
   Interfaith Baccalaureate Service, Morris Chapel
   (Reception to follow on Knoles Lawn)

➢ Saturday, May 9, 9:00 - 11:00 a.m., Alex G. Spanos Center
   Pacific’s All-University - Commencement
   (Snacks to follow)

➢ Saturday, May 9, 5:00 – 6:30 p.m., Alex G. Spanos Center
   The Gladys L. Benerd School of Education
   Diploma and Hooding Ceremony
   (Reception to follow)

• No regalia is required for the baccalaureate service. All graduates are invited.

• Gowns, caps, tassels, and hoods may be ordered at the bookstore’s Grad Faire on March 3-5, 2015 (460-3875). The appropriate colors for your degree level are…

   Bachelors = white hood and tassel
   Masters = light blue hood and tassel
   Ed.S. = light blue hood and tassel
   Ed.D. = light blue hood and gold tassel
   Ph.D. = dark blue hood and gold tassel

   NOTE: tassels are worn on left side of cap for diploma and hooding ceremony.

If you are not local, you may order regalia at https://oakhalli.com/colleges/pacific.

• Appropriate attire is street length dresses, hose, and dark flat shoes for women; dark dress trousers, ties, and dark dress shoes for men. You will be walking down steep stairs in Alex Spanos. No high heels, please.

• Parking will be on a first come, first served basis. VIP/disabled parking will be available in the lot across from Alex G. Spanos Center by the swimming pool. Parking passes are available in the Dean’s Office. You MUST be on the list to be able to park here, so be sure to let the Dean’s Office know. Carts will be available to transport disabled guests to designated areas. See the website for a map of parking locations on and off campus.

• Please keep cell phones turned off while lining up, processing, and during the ceremonies.

• Please note that NO balloons, air horns, noisemakers, or pets (with the exception of service animals) will be allowed inside Alex G. Spanos Center. Please advise your guests.

• Consult the commencement website at www.pacific.edu/commencement for more general information.
Specific Guidelines
for the All-University Commencement

- Commencement begins at 9:00 a.m. on Saturday, May 9, in the Alex G. Spanos Center.

- Commencement recognizes the outstanding accomplishments of faculty and students. The program includes presentation of the Class of 2015 gift, presentation of all-University awards, and conferring of distinguished faculty awards and honorary degrees. This is the only event during Commencement weekend that involves the entire University community. **Degrees will be conferred on all graduating students by President Eibeck at this ceremony.**

- All graduates and faculty members must wear their academic caps and gowns. **Students will not need their hoods.** The mortarboard is worn flat. Women may wear their caps throughout Commencement; men are requested to remove their caps during the invocation and benediction.

- Graduates and faculty members will **congregate near the SE entrance of Alex G. Spanos Center at 8:00 a.m., by School** for processing together to their seats. A light blue banner will designate the School of Education. If a student is late to Commencement, they will process in at the end of the line and sit where the marshals direct them. **Please turn off all cell phones.**

- Snacks and beverages will be served for you and your guests after the ceremony. **If there are any special dietary requirements, please encourage your guests to bring their own food.**

Specific Guidelines
for the School of Education Diploma and Hooding Ceremony

- The Diploma and Hooding Ceremony will begin at 5:00 p.m. on Saturday, May 9 in Alex G. Spanos Center.

- At this ceremony, graduates will receive only a diploma cover. Diplomas are mailed approximately 3-4 months after graduation.

- Graduates must wear their academic gowns and caps and **carry their academic hoods on their left arms with the button on the hood unbuttoned.**

- **Graduates should assemble outside the SE entrance to Alex G. Spanos Center at 4 p.m.** You will line up in alphabetical order by degree. There will be signs indicating each degree level. Please make every effort to be on time and closely follow the directions of the Faculty Marshals. (Masters students will line with their cohort.)

- Faculty Marshals will distribute name cards that will be read as each graduate walks across the stage. Carry this card with you until you reach the stage and hand it to the reader.

- Graduates will follow a designated Faculty Marshal and will process in single file through the tunnel and down the stairs to ground level, down the center aisle of the seating area to your designated seats in front of the stage. **Seniors, Ed.S., and doctoral students will sit on the right. Masters students will sit on the left.**

- Please leave all personal items on your chair during the receipt of diploma covers and hooding.

- The following procedures will be followed for receiving diploma covers:

  a. Graduates will stand by degree, beginning with Bachelors Degree Candidates. A Faculty Marshal will lead each group in single file in alphabetical order to the left side of the stage and up the ramp. **Hoods should be draped over the left arm.**
b. At the top of the ramp, graduates will give their name cards to the Faculty Reader. (The name card you will have is for the individual behind you. The first graduate in each group also has his or her own name card.) When your name is read, proceed to the diploma table.

c. Use the left hand to receive a diploma cover and the right hand to shake hands with the Dean. Here you will be photographed with the Dean.

d. Continue across the stage to be hooded:

- Dr. Marilyn Draheim, Chair of the Curriculum and Instruction Department, will hood undergraduate candidates
- Dr. Marilyn Draheim, Linda Skrla, and Dr. Linda Webster will hood Master’s degree and Educational Specialist candidates
- Each candidate’s Dissertation Chair will hood doctoral degree candidates.

Your hood will be placed over your head with the velvet side up and with the small tapered end in front. The inner lining colors of the hood will be turned out to show them off.

e. After being hooded, proceed down the ramp, stop for another photo, turn right, and return to your seat.

- After the benediction, the Banner Bearer and Platform Party will lead the recessional of all faculty followed by graduates, beginning with the front rows. Please follow your Faculty Marshal’s directions.

- A reception immediately follows the Ceremony for you, your family, friends, and School of Education faculty and staff across the street in the pool parking lot.

- **If you have guests attending the Ceremony who are disabled or require some assistance, please contact the Dean’s Office at (209) 946-2683. A VIP parking pass or disabled placard is required for the VIP/Disabled lot north of Alex G. Spanos Center by the swimming pool. You MUST be on the list to be able to park here, so be sure to let the Dean’s Office know.** There will be carts to transport disabled guests to the designated entrances or elevator.

- **Guests in wheelchairs may use the elevator just inside the SE entrance to Alex G. Spanos Center.** There will be someone at the door to guide you. **Reserved seating for disabled guests and family members will be on the stadium floor at the base of the bleachers. Please call the Dean’s Office to reserve your space.**

- Finally, we ask you to do your part to make all aspects and activities during these celebrations as dignified, stately, and orderly as possible. It is an occasion for great joy and gratitude, as well as dignity, pomp, and ceremony, that truly honors the accomplishments of deserving graduates.

**See you on May 9th!**