

# Departmental Commencement Responsibilities and Timeline

**Spring Commencement - June 12 & 13, 2009**

## **Please direct general information questions to:**

Office of Student Life

164 Oregon Hall

(541) 346.3216

<http://studentlife.uoregon.edu/programs/commencement/index.htm>

## **Specific questions may be directed to:**

Amber Garrison

Director of Family Programs &

Commencement

(541) 346.1148

[amberg@uoregon.edu](mailto:amberg@uoregon.edu)

Debbie Cadigan

Campus Relations Manager

Facilities Services

(541) 346.2389

[dcadigan@uoregon.edu](mailto:dcadigan@uoregon.edu)

## **Departmental Responsibilities**

### **Overall Timeline**

- February
  - *Departmental ceremony representative meeting on February 10, 2009*
- March
  - *Send out informational letter to all graduates about departmental ceremony.*
  - Order professional photography by GradPhoto (or other organization).
  - Bookstore sends memo to faculty about ordering regalia.
  - First batch of Commencement information brochures emailed to students from the Office of Student Life.
  - Ceremony location meetings with Amber Garrison and Debbie Cadigan begin.
- April
  - Ceremony location meetings with Amber Garrison and Debbie Cadigan conclude.
  - April 6 - Graduation packages available at Campus Duck Store
  - April 6-9 - Grad Fair at the Duck Store
  - April 10 - Grad packages available online at UODuckStore.com until June 1.
  - April 21 - Names due for Marshals, Banner Carriers, and Sign Carriers
- May
  - May 2 - Second batch of Graduation informational brochures emailed to students.
  - May 15 - Regalia order deadline.
- June
  - 12-13 - Commencement

## Getting Information to Students

Your department should send some form of communication (flyer, email, letter) to your students concerning graduation. It should be sent before the 3<sup>rd</sup> week Spring Term and the following information is recommended for inclusion:

- Information about the Main Ceremony
  - Ceremony begins at 12:00pm at McArthur Court. Graduates should be in the line up at the south end of the covered tennis courts by 11:30am. The ceremony lasts until approximately 2:00pm.
  - Because we have a ceremony in McArthur Court prior to the main ceremony, guests of the graduates may begin arriving for seating (first come, first served basis) at 11:30am.
  - No tickets are needed for the event, and wheelchair access is through entry #5 on University Street. Optimal seating for guests using sign language interpretation is located on the east side of the stage. Guests needing additional accommodations should contact the Office of Student Life.
  - Parking is provided for the day (if the meters have a yellow or dark green bag covering them) and guests may be dropped off on University Street near entry #5 if needed.
  - Information can be found on the Student Life website and an informational brochure is emailed out the third week of the term to those who have registered for graduation through DuckWeb.
  - Please encourage students to think about their guests and any needs that may need to be requested on behalf of their friends and family. Encourage them to contact Student Life as soon as possible so requests can be met.
  
- Information about the Departmental Ceremony
  - Time, duration and location of the event.
  - Information about parking and locations where guests can be dropped off by an accessible entrance to the ceremony.
  - Reminder to apply for graduation on DuckWeb.
  - Include where and when graduates should line up (for both the sun and rain plan) and how to march in (double or single file, PhD/Masters/Bachelors and/or alphabetical).
  - Include information about what to wear, how to order announcements and how to order regalia.
  - Directions on what a graduate does when their name is called.
  - How to make arrangements for sign language interpretation, wheelchair access and alternative formats for programs with department ahead of time. The following wording is recommended for inclusion in seating information:
    - Wheelchair seating is available on the (what side of the space) and accessed from (where). There will also be an area of seating for guests with mobility impairments and stamina limitations. Sign language interpretation will be provided upon request. If you or your guests would like to request sign language interpretation, please contact (department contact).
  - No tickets are necessary for guests and when guests can arrive and choose seats.
  - Alternative formats of the ceremony program can be requested by calling (department contact).
  - Information about departmental awards and if you have a reception.
  - Please encourage students to think about their guests and any accommodations that may need to be requested on behalf of their friends and family. Encourage them to contact the department as soon as possible to ensure that requests can be met.

## Getting Information to Faculty

- Regalia
  - First faculty regalia memo from the Duck Store will be sent out **April 6, 2009**.

- Faculty may order regalia online for spring and summer commencement as well as convocation at <http://uoduckstore.com/faculty/regalia/index.cfm>
- Orders need to be in by **May 15, 2009** or late fees (\$10-\$20) will be applied.
- Faculty gowns will start being delivered (via the bookstore) to departments **June 1, 2009**.
- Departmental Ceremony Information
  - When and where to line up (have them at location and prepare to march in at least 20 minutes prior to the event).
  - How to make arrangements for sign language interpretation, wheelchair access and alternative formats for programs with department ahead of time. The following wording is recommended for inclusion in seating information:
    - Wheelchair seating is available on the (what side of the space) and accessed from (where). Sign language interpretation will be provided upon request. If you or your guests would like to request sign language interpretation, please contact (department contact).
  - What their role/responsibilities will be in the ceremony.
  - Length of ceremony and if a reception will follow.

### **Faculty Marshals (for main ceremony)**

- Faculty marshals are needed from the following areas: College of Arts and Sciences (8 people), Journalism (2 people), Music and Dance (2 people), Education (2 people), AAA (2 people), Business (2 people).
- Names for faculty marshals must be submitted to Amber Garrison by **5:00pm, Monday, April 20, 2009**. Please include their name, department, and e-mail.

### **Banner carriers (for main ceremony)**

- Banner carriers for the main ceremony are needed from the following areas: College of Arts and Sciences, Clark Honors College, Journalism, Education, Music, AAA, Business. They can pick up their banner in the Bowerman Center by 12:00pm.
- Banner carriers will be reimbursed for their regalia rental only. Receipts must be received in the Office of Student Life by **June 1, 2009**.
- **Names for banner carriers must be submitted to Amber Garrison by 5:00pm, Monday, April 20, 2009.** Please include the person's name, department, phone number and e-mail address. Amber will contact the student about their role and instructions. The representative must be a graduating senior.

### **Sign carriers (for main ceremony)**

- Each College of Arts and Sciences department needs to select ONE sign carrier for the main ceremony. They lead in the group of students from their major and carry the sign indicating that major. They will be able to pick up their signs at the assembly area by the covered tennis courts at 12:00pm.
- Sign carriers will be reimbursed for their regalia rental only. Receipts must be received in the Office of Student Life by **June 1, 2009**.
- Names for sign carriers must be submitted to Amber Garrison by **5:00pm, Monday, April 20, 2009**. Please include the person's name, department, phone number, and e-mail address. Amber will contact the student about their role and instructions. The representative must be a graduating senior.

### **Arranging Site for Departmental Ceremony**

- Set up directions for outdoor sites from last year are available online at: <http://facilities.uoregon.edu/custodial/commencement.html>
- Set up directions for EMU locations will be emailed by EMU Scheduling in March.
  - Meetings are required with Amber & Debbie at the ceremony location (in March and April) to confirm set up details.
- *Facilities Services helps provide* chairs, staging units, podium, tables and diploma covers (changes in these areas must be filtered through Debbie Cadigan first).

- *Amber Garrison helps provide flowers, sound equipment, sign language interpretation, documents in alternative formats, and a volunteer staff member to check on set up the day of the ceremony.*
- *Services provided at departmental ceremony by departments*
  - Programs to give to guests.
  - Have people available to pass out programs, welcome people, and direct guest to their seats (Hosts should be at the ceremony site at least 30 minutes before ceremony begins).
  - If a sign language interpreter is needed, you must request this by contacting Amber as soon as possible.
  - If you receive a request for publications in alternative formats, please contact Amber.
  - The reception and refreshments must be planned by the department (if you chose to have one). UO Catering can be used (346-4303) or outside venues can be used (Costco, Humble Bagel, etc.) with approval of UO Catering.
  - If you would like professional photography at your ceremony, you must make arrangements with GradPhoto or another photographer.
  - A seating area should be reserved for persons needing wheelchair seating or other accommodations, such as stamina limitations. This area should be located near a sidewalk where it is not necessary to traverse slippery surfaces such as wet grass.
  - If a ramp is needed for faculty, staff or students to access the platform, please make the request to Amber and Debbie as soon as possible.
- Programs (for departmental ceremony)
  - Departments need to design and supply ceremony programs for guests and graduates.
  - Programs must be produced, folded and delivered to the ceremony site at least 30 minutes prior to the start of the ceremony.
  - Programs should include the order of events and the name of the department...the rest is your discretion. Please contact Amber Garrison if you have questions about content.
  - Please include the following language on your program:
  - The University of Oregon is an equal-opportunity, affirmative-action institution committed to cultural diversity and compliance with the Americans with Disabilities Act. This publication will be made available in accessible formats upon request; telephone (department contact).

### **Commencement Volunteer Staff**

Each departmental ceremony is assigned a volunteer to check on the ceremonial site. Please utilize their help. The volunteer is there to:

- Check on set up, diploma covers, flowers, sound, and to make sure you have everything you need.
- The volunteers are carrying radios that allow them to contact Debbie and Amber in case help or supplies are needed.
- The volunteer will arrive an hour before the ceremony and usually leave 15 minutes after the ceremony has started. Please be there to meet with the volunteer and communicate your needs to them.
- The volunteer's role is not to be the departmental host (passing out programs, greeting people) but to help if an issue needs to be resolved.
- The volunteers will try to call you ahead of the ceremony to introduce themselves and hopefully meet with you (so you can recognize them).

### **Departmental Commencement Websites**

- If your department hosts a website committed to informing students about the departmental ceremony, please send the website link to Amber as soon as possible. We do provide links from the main Commencement website to department sites. We also ask that you link to the main Commencement site from your departmental site.

## General Commencement Information

### Information about Degree Clearance

The following information was provided the Registrar's Office. Please contact the Registrar with any questions.

In February 2002, the University's Undergraduate Council approved a motion stating that only students who will have met all degree requirements by the date of graduation are eligible to have their names listed in the commencement program and to be considered for departmental and University (i.e., Latin) honors. However, students who will not meet the requirements will not be excluded from attending the main University ceremony.

The Office of the Registrar will check student records for all bachelor's degree applicants during the term of graduation. If the total hours (hours completed plus hours currently registered for) do not total the number needed to complete the degree, the Registrar's Office will invalidate the degree application and remove the student's name from the official commencement program and consideration for University honors.

### Bookstore information

- Grad Fair (*April 6-10*) in the bookstore
  - Open to all graduates for information on diploma frames, class rings, regalia, announcements, etc.
- Regalia
  - Spring regalia deadline - **May 15, 2009**. After that time late fees will apply (\$20 for faculty, \$10 for students).
- If you have additional questions, contact the bookstore at 346-4331.

### Graduation announcements

Students can order announcements for individual ceremonies as well as the main ceremony. Orders can be placed with CB Graduation announcements at [www.cbgrad.com](http://www.cbgrad.com) or 1-800-433-0296.

### Photography

The company most ceremonies use to take photographs is GradTrak. If students want to order pictures and view their proof they can call 1-800-211-0436 or [www.gradtrak.com](http://www.gradtrak.com)

### Flowers for personal purchase

There will be flowers sold by Alpha Phi Omega at designated locations on campus. These tables will be provided tables aside from the registration tables set up for departmental use.

### Commencement Headquarters

Starting at 6:00am on Saturday, June 13<sup>th</sup> the Heritage Hall in Bowerman becomes Commencement Headquarters. This room is always staffed during the day. For some reason, should you not be able to find a commencement volunteer please feel free to stop by Bowerman for assistance.

## MAKING COMMENCEMENT ACCESSIBLE: A CHECKLIST FOR DEPARTMENTAL CEREMONIES

The University of Oregon strives to create an inclusive environment for all members of our community. The UO works to insure that all programs, activities, and services are accessible and usable. Accommodations are provided when needed to remove barriers created by the setting or format of events. Commencement is the most celebratory event on campus and brings students, guests, faculty, and staff together. The following provides basic accessibility guidelines to assist departmental coordinators in their complex role of planning and implementing commencement events.

### \_\_\_\_\_ **Responding to Accommodation Requests**

Individuals attending commencement events must be given the opportunity to request accommodation. If you are not sure how to respond to a specific request, inform the requestor that you will get back to them shortly. Be sure to consult with the university commencement coordinator if you have any questions about acquiring portable ramps, signage, or other planning details. For specific disability related questions regarding students, please consult with Disability Services. For requests from members of the public or university employees, please consult with AAEO. **It is important to not refuse an accommodation request without first consulting with the appropriate office for specific guidance.**

*Many individuals who have significant hearing loss effectively access information through the use of sign language, others utilize real time captioning, or view text typed in and displayed on a lap top from a wireless connection. Other individuals can benefit from utilizing an amplification system. Some amplification systems are compatible with hearing aids and others amplify the sound to headphones. If a request is made to a department, Media Services, the EMU or Disability Services may be able to provide this equipment. Please consult with the Director of Commencement if this need does arise.*

### **American Sign Language**

Sign language interpreting is used by individuals who are hearing impaired or deaf. There is a limited pool of qualified sign language interpreters available in the Eugene area. Requests for sign language interpreters should be made as early as possible, with at least 14 days notice. If you receive a specific request for a sign language interpreter, please contact the Director of Commencement as early as possible. The university interpreter coordinator works closely with the Director of Commencement to make arrangements. Costs for sign language interpreting at commencement events are paid for from the UO Commencement budget.

### **Real Time Captioning and Computerized Notetaking**

Real Time Captioning or Computerized Notetaking is used by some individuals who do not use sign language, but who have difficulty hearing. Disability Services works closely with the Director of Commencement to make arrangements. If you've received a request please contact the Director of Commencement.

### \_\_\_\_\_ **Transportation/Parking**

A map of the campus showing the location of commencement events is available. It includes the closest possible parking, drop-off zones, and relevant to each commencement event. Departmental coordinators should be aware of this information for their location.

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## **Accessible Location**

All commencement events are scheduled in locations that are accessible. Any related official events such as receptions need to also be accessible. Considerations need to include not only accessibility for wheelchairs and other mobility devices, but also clear paths of travel for individuals who are blind or have vision challenges.

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## **Accessible Facilities**

Ensure that there are accessible restroom facilities and drinking fountains in the commencement and staging venues, and that the locations are clearly posted. If some facilities are not accessible, ensure signs are posted at those locations with directions to accessible facilities.

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## **Crowded Events**

For some guests with disabilities, mobility impairments or stamina limitations in particular, navigating through crowded rooms can be extremely difficult. If you know in advance that your event will require navigating crowded rooms to reach accessible seating (e.g. McArthur Court), make mention of it in the event publicity and encourage those for whom this will be a problem to arrive early and direct them to the closest accessible entrance.

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## **Accessible Seating**

### **All departmental ceremonies provide accessible seating.**

- Modify seating order of graduates if necessary to accommodate graduates with specific seat location needs.
- Provide seating near the front of the venue and as close as possible to an accessible entrance. This will best accommodate the needs of guests with hearing impairments who need to be able to see a sign language interpreter, guests with vision impairments so that they can better see the event, guests with stamina limitations, and guests using wheelchairs or other mobility devices.
- Provide seating for special/distinguished guests (e.g. former graduates, alumni) that takes into account possible special needs while also allowing special/distinguished guests who are attending as part of a group to be seated as a group.
- Ask the individual what their needs are. For requests made in advance determine with the person making the request the best location to meet their needs. For example, an individual using a wheelchair may prefer to be close to an exit, or may need to sit near the front of a seating area.
- Consider having a staff member or volunteer available to provide assistance as necessary to ensure an unobstructed path of travel.
- For every member of the platform party, including any invited speaker(s) or other distinguished guests, it is important to ensure that the platform is accessible to all members of the party. If any member of the platform party uses a wheelchair or other assistive mobility device, attention must be paid to the following:
  - There is an accessible path of travel from the staging area to the platform
  - The platform is accessible, with an ADA compliant ramp or lift
  - If the processional is long in either distance or time, it may be necessary to make special arrangements to accommodate a platform party member with stamina limitations

*If a guest, presenter, or graduate requests the services of a sign language interpreter, ensure that their seating location allows a clear line of sight to the interpreter. For example, there may be both a member of the platform party and a graduate needing to view the interpreter.*

*Every effort should be made to allow parties attending the event to stay together in terms of seating. When that is not possible, a guest should be allowed at least one companion in the seating area that accommodates the guest's needs. In the case of wheelchair accessible seating, at least one companion fixed seat shall be provided next to each wheelchair space.*

## **Publications**

### **Documents in Accessible Formats**

All programs and other documents to be distributed in connection with commencement events (announcements made prior to commencement and materials distributed at commencement) must include a statement indicating that the documents are available in accessible format upon request. Specifically, every document distributed in connection with commencement should include a statement along the following lines in readable (typically at least 12 pt. font), non-italicized print:

- This publication will be made available in accessible formats upon request. Contact [departmental contact or designee] at 346-XXXX.

*Accessible format typically means that the printed materials can be made available in electronic format. This enables the user to access print in a variety of ways. For example, from a Word file a person can utilize screen readers, screen enlarging software, or Braille printers.*

### **Other Publication Information – Printed and Electronic**

All announcements, brochures, informational packets for graduates, informational materials posted electronically on departmental and other websites, and any other means used to communicate with the public about commencement should include a statement that informs prospective attendees and participants who to contact to request accommodation.

- Requests for disability-related accommodations need to be made to [departmental contact] at 346-XXXX by [date].

### **Other Notations**

If a commencement event is scheduled in a venue with limited accessibility (e.g. McArthur Court), note that on web sites and in informational materials available to the public. Encourage attendees to arrive early, and direct them to the accessible entrance.

If prior to publication it is known that the event will be sign language interpreted, or captioned, please note that in printed or electronic materials.

Note any other potentially useful info, such as the most accessible entrance, location of most accessible restrooms, etc..

## Helpful Hints

- Have a supply box handy with scissors, tape, bobby pins, hair pins, pens/markers, paper clips, scratch paper, rubber bands, safety pins, 3X5 cards, etc.
- Write down an evaluation of event (good and bad) while it's going on or right after the event. Also, keep an estimate of number of graduates and amount of guests, and if the number of diploma covers were sufficient.
- In case of medical emergencies, an EMT will be on campus and can be reached through Public Safety (346-6666).
- Five Information Booths will be set up around campus and staffed by Commencement Volunteers.
- Official Commencement Staff will be wearing light yellow polo shirts embroidered with "Commencement Staff." Please stop them and ask them for help if needed.
- There will be two 6-person golf carts and one passenger van roaming campus to help provide transportation for those with mobility concerns. A Commencement Staff member or the Information Booth can help connect guests with the shuttles.
- Look at web site for general information (<http://studentlife.uoregon.edu/programs>, click on commencement, then "Spring")
  - Departmental times and locations
  - Travel accommodations for families
  - Answers to frequently asked questions
- Call Amber or Debbie if you need anything! We are here to help!

Revised February 9, 2009