



INFORMATION &
SCHEDULE *of* EVENTS
for STUDENTS

COUNTDOWN TO COMMENCEMENT 2011

MONDAY, MARCH 14, NOON–6 P.M. & TUESDAY, MARCH 15, 10 A.M.–2 P.M.

- Graduation fair in the library foyer. Order your cap and gown (no charge—just provide measurements) and graduation announcements with representatives from Royal-T; visit with staff members from the conference and events planning (CEP), career services, and the alumni & parent relations offices; and order gifts and commencement videos.

FRIDAY, APRIL 15

- By 5 p.m.: order cap and gown, CEP office, Kaul Auditorium building, room 190, or email commencement@reed.edu

TUESDAY, MAY 3

- Last day to register for commencement-weekend tours

FRIDAY, MAY 6

- Last day of classes
- By 3 p.m.: four copies of thesis due in registrar's office, Eliot 311
- 5:30 p.m.: senior dinner, Kaul Auditorium

MONDAY–SUNDAY, MAY 9–15

- Senior oral examinations and reading period

WEDNESDAY, MAY 11

- Complimentary commencement eve and commencement breakfast tickets available for pick-up, CEP office in Kaul 190

MONDAY–THURSDAY, MAY 16–19

- Final examinations

THURSDAY, MAY 19

- Board ends with dinner

COMMENCEMENT 2011

Conference and Events Planning office

Kaul Auditorium building, room 190

503/777-7522 ■ 503/788-6688 fax

commencement@reed.edu

www.reed.edu/commencement



FRIDAY, MAY 20

- By noon: two bound copies of thesis, library
- By noon: notify the registrar's office if you will **not** be taking part in the mandatory rehearsal or the commencement ceremony, registrar's office, Eliot 311
- By noon: return all academic Reed keys to physical plant
- By 1 p.m.: return all library books to the library
- 3:30–5 p.m.: pick up cap and gown and tickets, Kaul Auditorium foyer
- By 4 p.m.: settle all financial obligations to the college at the cashier's window, and complete Perkins Loan exit interviews with the business office in Eliot 308; pay off any outstanding balance on your bookstore account at the bookstore's front counter.
- Before 5 p.m.: clear desks and lockers at library, and return locker keys
- By 5 p.m.: complete online "Senior and Career Services Survey," sponsored by institutional research and career services

SATURDAY, MAY 21

- 10 a.m.–4 p.m.: library open
- 10 a.m.–5 p.m.: business office cashier's window open
- Noon–5 p.m.: bookstore open for business and account payments
- Noon–5 p.m.: pick up cap and gown and tickets, Kaul Auditorium foyer
- 2 p.m.: MANDATORY commencement rehearsal, student union

SUNDAY, MAY 22

- Tours (see page 9)
- Noon–5 p.m.: bookstore open for business and account payments
- Noon–7 p.m.: pick up cap and gown and tickets, Kaul Auditorium foyer
- Commencement eve celebration: dinner, 5:30–7 p.m.; music and dancing, 7–8:30 p.m.; GCC quad (rain or shine)
- Pick up your "senior surprise" at the commencement eve dinner

MONDAY, MAY 23

- 8 a.m.–4 p.m.: bookstore open for business and account payments
- 8:30–10:30 a.m.: commencement breakfast buffet, GCC commons
- 9:45 a.m. *sharp*: graduating students report to enrobe and assemble for commencement, student union
- 11 a.m.: commencement ceremony, tent in front of Eliot Hall
- 12:30 p.m. (approximate): reception, GCC and quad (rain or shine)

TUESDAY, MAY 24

Residence halls close, noon; return all dorm keys to the physical plant

COMMENCEMENT WEEKEND EVENTS

Commencement rehearsal, Saturday, May 21 (mandatory)

The commencement rehearsal begins at 2 p.m. on Saturday, May 21, in the student union. Graduating students planning to participate in the commencement ceremony **MUST** attend. The commencement procedure is complicated, and it is important that you be familiar with it.

Anyone who does not attend this rehearsal will receive his or her degree in absentia unless special arrangements are made with the registrar before noon on Friday, May 20.

Treats will be provided. The rehearsal is a non-smoking event.

Commencement eve celebration, Sunday, May 22

The college will host a celebration for graduating students and their families from 5:30 to 8:30 p.m. Please join us for this festive event, which features dinner, live music, and dancing. Graduating students will receive two complimentary tickets, one for the graduate and one for a guest. Additional tickets may be purchased in advance from the CEP office, or online at www.reed.edu/commencement; or purchased at the commencement information center in Kaul Auditorium foyer during commencement weekend. Complimentary tickets will be available after Wednesday, May 11, in the CEP office in Kaul 190. The event will be held outside in the GCC quad (rain or shine).

Commencement breakfast buffet, Monday, May 23

Graduates, friends, and family are invited to attend a breakfast buffet from 8:30 to 10:30 a.m. in the GCC commons. This event is free for graduating students. Complimentary tickets will be available after Wednesday, May 11, in the CEP office in Kaul 190. Additional tickets may be purchased in advance from the CEP office, or online at www.reed.edu/commencement; or purchased at the commencement information center in Kaul Auditorium foyer during commencement weekend.

Commencement ceremony, Monday, May 23

Graduating students must report to the student union **NO LATER THAN 9:45 a.m.** Bring your cap and gown. The commencement ceremony will begin at 11 a.m. under the tent in front of Eliot Hall. No reservations or tickets are required and there is no limit to the number of friends and family who may attend.

Post-commencement reception, Monday, May 23

At approximately 12:30 p.m. (immediately following the commencement ceremony), there will be a reception in the GCC quad with additional seating in the student union. It is a good idea to pre-arrange a meeting place with your family and friends for this busy event.

Tickets

An invitation and reservation form for commencement weekend activities was sent to your parents last month. Their tickets will be mailed to them as soon

as their reservations are received. If you or your parents have not ordered any tickets for commencement weekend events, you can always do so at the CEP office or on the commencement website, www.reed.edu/commencement.

GRADUATION IN DETAIL

Please be sure to read this material carefully. In many cases this will be your only notification of commencement procedures, and failure to comply may interfere with your participation in these events.

Graduation announcements

Information from Royal-T Papers about ordering graduation announcements was also mailed to your parents. Order online at www.royaltpapers.com, or call 800/442-4696. Also, a representative from Royal-T will be at the graduation fair in the library foyer on Monday, March 14, from noon to 6 p.m., and Tuesday, March 15, from 10 a.m. to 2 p.m., to show samples of the announcements and to take orders.

Caps and gowns

Although a cap and gown are not required, the college provides caps and gowns at no charge to all graduating seniors and MALS degree candidates. MALS degree graduates receive the degree hood at the commencement ceremony, and it is yours to keep. All orders include a cap and tassel, which are yours to keep (your robe is returned after the commencement ceremony). If you wish to wear a cap and gown during the commencement ceremony, you must complete the following steps:

ORDER CAP AND GOWN

- At the graduation fair, Monday, March 14, noon–6 p.m., or Tuesday, March 15, 10 a.m.–2 p.m., in the library foyer; OR
- by 5 p.m., Friday, April 15, in the CEP office, Kaul 190

PICK UP CAP AND GOWN

3:30–5 p.m., Friday, May 20; noon–5 p.m., Saturday, May 21; or noon–7 p.m., Sunday, May 22, in the Kaul Auditorium foyer

RETURN THE GOWN ONLY

Immediately after the post-commencement reception, to the student union

Dorms, keys

Residence halls will close at noon, Tuesday, May 24: All academic keys should be returned to the physical plant *before* the residence halls close. All residence hall keys should be returned to the physical plant by 5 p.m. There is key drop-off slot in the door of the facilities services office for after-hours key drop-off. All key fines must be paid at this time; there is a fine of \$50 per key for lost keys. Additional charges in the form of residence hall or room damages will be deducted from your housing damage deposit.

Change of address with mail services

In order to receive mail that has been coming to your Reed mail-stop address, submit a forwarding address online at <https://iris.reed.edu/mailroomfwd.taf>.

Diplomas for *in absentia* graduates

Diplomas for those not attending the commencement ceremony may be picked up at the registrar's office, Eliot 311, during regular office hours starting Tuesday, May 24. If you cannot pick up your diploma, be sure to provide the registrar's office with an address to which it can be sent by certified mail (in the U.S. only). Names of students graduating in absentia will be printed in the program but will not be announced at the ceremony.

Fees, fines, bills, loans

One requirement for receipt of your diploma at the commencement ceremony is that you pay all financial obligations to the college. Obligations include library fines, laser printing, lab fees, charges for thesis printing and binding, key fines, and balances due on bookstore charge accounts. If you had Federal Direct, Perkins, or Reed loans while attending Reed, you are also required to complete an exit interview: Direct loans, with the financial aid office; Reed and Perkins loans, with the business office.

Financial obligations must be paid at the cashier's window next to the business office, Eliot 308, before 4 p.m. on Friday, May 20, with these exceptions: you must pay for thesis reproduction at the time you pick up your bound thesis copies, and you must pay bookstore charge account balances at the bookstore.

The cashier's window will be open before and after rehearsal, 10 a.m. to 5 p.m., for payment purposes. However, charges from printing services, laser printing, the library, health services, laboratories, and other departments of the college may not be known at the time of the rehearsal. It is your responsibility to check with the business office to ensure that all charges have been paid.

Library

Seniors must return all books to the library on or before Friday, May 20, or the cost of the book, plus fines and processing fees, will be billed to you on your business office account, and you will be responsible for paying for these before you are able to receive your diploma. Also by this date, desks, tables, and lockers must be cleared of all items and locker keys returned. Anything left on a desk or in a locker after this date will be cleared by the library staff and may be discarded.

The library will be open from 10 a.m. to 4 p.m. on Saturday, May 21.

Lodging

Several nearby hotels offer discounted rates for Reed College friends and family. Ask for the "Reed College" rate when booking. Visit the lodging link on the commencement website for a complete listing.

Parking

On-campus parking for commencement is limited, and attendees are encouraged not to park on neighborhood streets.

Parking on campus is available in the east, west, and north parking lots. Overflow parking, with shuttles, is available at Crystal Springs Rhododendron Garden at SE 28th and SE Woodstock, at the parking lot on the northeast corner

of SE 28th and SE Steele Street, and at Reedwood Friends Church at SE 29th and SE Steele Street. Overflow parking areas will be clearly marked.

Shuttles between parking lots and the commencement area will operate from 8 a.m. to 11 a.m., and from 12:30 p.m. to 2:30 p.m. Community safety officers will direct you as parking lots fill.

Handicapped-accessible parking near the commencement tent is also limited. Shuttle services may be used, or guests with special needs may be dropped off by the commencement tent near the main college entrance at SE Woodstock Boulevard. Community safety officers will direct you.

Photographs

Graduation Photos will photograph each graduate during the commencement ceremony. You may view proofs on their website or by mail. To order, call 800/211-0434 or visit www.gradtrak.com. Website password: Reed.

Printing services

- Open 10 a.m.–4 p.m., Saturday, May 14, and 8 a.m.–9 p.m., Monday–Thursday, May 16–19,
- Copying double-sided and using archival paper is recommended. Archival paper is required for one of the two bound library copies. Archival paper costs the standard 5¢ per printed side for copies, a standard copy price.
- Jobs requiring hand feeding, copying from books, etc., will be charged at the rate of 20¢ per printed side.
- If you want any color copying in your thesis, please email lauderc@reed.edu, call extension 6621, or stop by and speak to Craig Lauder in printing services for further instructions. Color copies are 40¢ each.
- Color printing from digital files is available, provided files are received early in the week. Word files will not be accepted for color printing.
- Theses up to 200 sheets can be bound. The library would like hard cover binding (\$10), but will accept a regular cover binding (\$4). You can have copying done in sections and are encouraged to do so.
- Full payment is due when you pick up your bound theses.
- Getting material to printing services early will alleviate the panic of last-minute copying demands.

Senior survey

The online “Senior and Career Services Survey,” sponsored by institutional research and career services, will be emailed to all graduating seniors, Tuesday, March 29. The survey covers the student experience at Reed and seniors’ plans and goals post Reed. On Friday, April 29, there will be a raffle drawing for respondents: three \$100 gift certificates will be awarded. *Only you* can tell us how well Reed has served you. So, please provide your feedback and complete the survey early.

Theses

You have received from the registrar’s office information on presentation of your finished thesis. Four copies in final form must be submitted to the

registrar's office on or before 3 p.m., Friday, May 6. Oral examinations will be held Monday–Friday, May 9–13.

Any required changes in your thesis must be made, and two bound and signed copies submitted to the library, by noon, Friday, May 20. Submission of the thesis to the library is a degree requirement. Specifications for thesis preparation and copying are available in the senior handbook.

Special access needs

Please contact the CEP office at extension 7522 or commencement@reed.edu, if you or anyone in your party requires special access seating for the commencement ceremony. An ASL interpreter will be on stage during the ceremony. Golf cart shuttles will be available to assist people from Eliot Circle to the commencement tent.

Tickets

Graduates will receive two complimentary tickets for commencement eve (one for the graduate and one for a guest) and one complimentary ticket for the graduate for commencement breakfast buffet. These can be picked up at the CEP office in Kaul 190 starting Wednesday, May 11, or at the gown and ticket information center, during commencement weekend, in the Kaul Auditorium foyer. Additional tickets may be purchased online at www.reed.edu/commencement, in the CEP office, or at the commencement information center during commencement weekend.

Commencement video and gift information

Order a DVD recording of the commencement ceremony or other gifts commemorating this special event through the Reed bookstore. Place your orders in advance by visiting bookstore.reed.edu or by sending back the enclosed bookstore gift order form. You may also order or purchase these items during commencement weekend in the bookstore in the Gray Campus Center.

Weather

The commencement eve celebration, the commencement ceremony, and the reception are held outdoors under a tent, rain or shine.

SCHEDULE OF EVENTS FOR PARENTS & FAMILIES

The commencement information center will be open throughout the weekend, and staff members will be available to answer questions.

FRIDAY, MAY 20

Graduate gown and ticket pick up

3:30–5 p.m., Kaul Auditorium foyer

SATURDAY, MAY 21

Information center and hospitality suite

Graduate gown and ticket pick up

Noon–5 p.m., Kaul Auditorium foyer and Gray lounge

Mandatory rehearsal

2 p.m., student union

All graduating students planning to participate in the commencement ceremony must attend.

SUNDAY, MAY 22

Information center and hospitality suite

Graduate gown and ticket pick up

Information center: noon–7 p.m.

Hospitality suite: noon–5 p.m.

Graduate gown and ticket pick up: noon–7 p.m.

Kaul Auditorium foyer and Gray lounge

Guided tour of the Columbia River Gorge

10:45 a.m.–4 p.m., depart from Kaul Auditorium building

Reservations are required; seating is limited.

Cost: \$45 per person (price includes lunch)

Last day to register: May 3

Visit one of the great natural treasures of the Pacific Northwest. Wind your way along the scenic historic highway and visit numerous waterfalls, including the magnificent Multnomah Falls, which cascades down 620 feet. Enjoy a breathtaking panoramic view from the Vista House at Crown Point; and visit the Bonneville Dam, with its visitor center, fish hatchery, and salmon ladder. Learn about the gorge's geography and ecology, the life cycle of salmon, the indigenous people who lived along the river, and the Lewis and Clark expedition.

Commencement eve celebration

Dinner: 5:30–7 p.m.

Music and dancing: 7–8:30 p.m.

Gray Campus Center quad (rain or shine)

Enjoy dinner, live music, and dancing during this festive celebration for graduating students, families, and friends. Tickets are required. Each graduating student will receive up to two complimentary tickets, one for the graduate and one for a guest. Additional tickets may be purchased in advance at \$18.50 for each adult, and \$9 for each child ages 3–10.

MONDAY, MAY 23

Commencement breakfast buffet

8:30–10:30 a.m., Gray Campus Center commons

Graduating students, friends, and family are invited to join us for a breakfast buffet. Tickets are required. Cost is \$11.50 for adults and \$7 for children ages 3–10. Graduating students are guests of the college and will receive their tickets separately.

Enrobing

9:45 a.m., student union

Graduating students report to enrobe and assemble for commencement.

Commencement ceremony

11 a.m., commencement tent, Great Lawn

General seating. Tickets are NOT required, and there is no limit to the number of family and friends who may attend.

Reception

Immediately following the commencement ceremony, Gray Campus Center quad (rain or shine)

All are invited. Seating will be available in the student union. It is a good idea to pre-arrange a meeting place with your graduate for this busy event.



RESERVATION FORM

Register online at www.reed.edu/commencement, return this form in the enclosed envelope, or fax it to 503/788-6688 by Friday, May 6. No reservations are necessary for the commencement ceremony.

Name _____

Address _____

City, state, zip _____

Telephone () _____

Graduate's name _____

Special needs : _____

\$

SUNDAY, MAY 22

■ Guided tour of the Columbia River Gorge (seating limited; register by May 3)

of people @\$45 each (includes lunch) \$

■ Commencement eve celebration (each graduate receives two tickets—one for the graduate and one for a guest)

of adults @\$18.50 each \$

of children ages 3–10 @\$9 each \$

MONDAY, MAY 23

■ Breakfast buffet (graduates will receive their tickets separately)

of adults @\$11.50 each \$

of children ages 3–10 @\$7 each \$

PAYMENT

GRAND TOTAL: \$

Check enclosed (payable to Reed College)

Charge to Visa MasterCard:

expiration date _____ 3-digit CVV number (on back) _____

Signature _____

TICKETS

Tickets may be mailed to you through May 6, after which they will be held at the commencement information center.

Mail my tickets; OR Hold my tickets at information center

Person(s) authorized to pick up tickets: _____
