

Congratulations on your upcoming graduation from St. Catherine University!

Contained within this packet you will find information you need to know regarding commencement rehearsal, cap and gown distribution, guest tickets, and the commencement ceremony itself.

PLEASE READ THIS MATERIAL CAREFULLY. If after reading this material you still have further questions, please feel free to contact the Student Center and Activities Office at 651.690.6210 (St. Paul) or the Student Life Office at 651.690.7831 (Minneapolis).

I. DATES AND TIMES

REHEARSAL:	Tuesday, December 8, 5:00 pm O'Shaughnessy Auditorium
COMMENCEMENT:	Thursday, December 17 5:00 pm Commencement Mass and Hooding Ceremony Our Lady of Victory Chapel <i>(Students gather at 4:15 pm, Coeur de Catherine, 2nd floor, outside Centers of Excellence)</i> 7:30 pm Academic Procession and Commencement O'Shaughnessy Auditorium Students gather at 6:30 pm as follows: <i>Minneapolis Students - Frey Theater Undergraduates - Rehearsal Hall, Music Bldg. Graduate Students – Recital Hall, Music Bldg.</i> 9:00 pm Reception (immediately following ceremony) Rauenhorst Hall, Coeur de Catherine

II. REHEARSAL INFORMATION

It is very important for you to attend the commencement rehearsal. Students who are on the commencement list will receive final commencement instructions at this time. If you are unable to attend, please contact the Student Center and Activities Office (St. Paul) or the Student Life Office (Minneapolis) after December 8 to receive rehearsal information.

III. COMMENCEMENT CEREMONY GUEST SEATING INFORMATION

Complete and submit the online *Ticket Request Form* by Wednesday, November 25, 2009 even if you do not plan to attend the commencement ceremony. This form is your RSVP for attendance at commencement for you and any guests. Without a completed *Ticket Request Form*, graduates will not be allowed to participate in commencement. Persons submitting a *Ticket Request Form* after the deadline will not be guaranteed any guest tickets.

Tickets are required for the commencement ceremony in O'Shaughnessy Auditorium. Tickets are not needed for either the Commencement Mass and Hooding Ceremony preceding the graduation ceremony or the dessert reception following the ceremony.

Commencement Ceremony Guest Tickets

Graduating students do not need tickets for themselves for the commencement ceremony. However, **tickets are needed for any and all guests**. Each student is automatically guaranteed up to 4 (four) guest tickets. Depending upon the number of graduates participating in the commencement exercise, additional guest seats may be available. Additional seating is in the Pulse where a live telecast of the Commencement Ceremony may be viewed.

Actual seating assignments for guests are determined by lottery. After the deadline date, the *Ticket Request Forms* are selected randomly. The order in which your form is processed determines where your four guests will be seated.

If extra guest tickets for the commencement ceremony are available, they also will be distributed using the lottery method. Extra tickets are assigned after all graduates have been allotted their four guaranteed tickets. Therefore, extra ticket seat assignments will most likely not be located with the first set of four tickets. Should you receive extra tickets, these will be placed in your ticket envelope along with the guaranteed tickets you requested.

Tickets may be picked up three ways: (1) immediately following the commencement rehearsal on December 8; (2) from the appropriate office on your campus – the Student Center and Activities Office (St. Paul) or the Education Bldg. 359 (Minneapolis), beginning December 9; (3) at the O’Shaughnessy Auditorium on the evening of commencement. In the interest of time and tracking, tickets cannot be distributed through campus or U.S. mail.

NOTE: *Tickets not picked up from the O’Shaughnessy Box Office by 7:15 pm the night of commencement will be released for others to use.* Therefore, if you intend to have your guests pick up your tickets after 7:15 pm you must make advance arrangements with the Student Center & Activities Office (Saint Paul– 651.690.6210) or Student Life (Minneapolis – 651.690.7831).

To minimize disruption for graduating students and other guests, attending guests are expected to stay throughout the entire commencement ceremony.

Graduates or Guests with Special Seating Needs

Space is provided on the *Ticket Request Form* to **indicate seating for persons with disabilities, especially those in wheelchairs**. Please note that there is no elevator to the upper balcony of O’Shaughnessy Auditorium. Please submit your ticket request form by the deadline date to insure that these seating needs can be met. A sign language interpreter will be provided at the commencement ceremony and the Commencement Mass.

If you have invited guests who should not be seated together and not in close proximity to each other, please indicate this on your *Ticket Request Form*.

Due to the length and nature of the commencement ceremony, guests are discouraged from bringing young children into O’Shaughnessy Auditorium. Tickets are required for all children present. It is estimated that the commencement ceremony will be one hour and thirty minutes to one hour and forty-five minutes in length.

IV. MASS AND HOODING CEREMONY

The Commencement Mass and Hooding Ceremony will be held at 5:00 pm in Our Lady of Victory Chapel. If you or your guests will be attending, please complete the Commencement Mass section of the *Ticket Request Form* so that we may plan accordingly; no tickets will be distributed for this ceremony. Students, families and friends of all faiths are welcome to attend!

Incorporated into the Commencement Mass is a tradition known as the Hooding Ceremony. During this ceremony, Certificate, Associate Degree and Bachelor Degree students stand together, receive a special blessing, and place their graduation hoods upon each other. Because Graduate (Masters and Doctoral) Degree students receive their hoods during the actual commencement ceremony in O'Shaughnessy Auditorium, they do not participate in the Hooding Ceremony, but are invited and encouraged to attend the Commencement Mass. At the end of the Mass and Hooding Ceremony, *all* students, including Graduate, will be individually recognized as they process out of the Chapel. Students consistently describe this tradition as one of the highlights of the commencement events.

Students are invited and encouraged to serve in a variety of capacities during the Commencement Mass. Those interested should contact Linda Ovadia in Campus Ministry (x6724).

V. RECEPTION

Immediately following the commencement exercise a reception will be held in Rauenhorst Hall (ballroom) in Coeur de Catherine. Refreshments will be served. Tickets are not required for you or your guests. However, if you plan on attending the reception, please complete the "Reception" section of the *Ticket Request Form* so that we may plan accordingly.

VI. CAPS AND GOWNS (Garb)

If you plan on participating in the Commencement Ceremony, you must order your cap and gown **on-line** by November 25th. Find the on-line order form at <http://minerva.stkate.edu/commencement.nsf/>

Garb ordered by November 25 will be available for pickup by Friday, December 4th (a WEC weekend) from your campus bookstore during regular business hours.

The cost of garb is covered in your graduation fee. You may keep your Garb as a souvenir of the Commencement Ceremony.

Bookstore Hours

St. Paul Bookstore

Monday – Friday 9:00-4:30pm

WEC Fridays 9:00-6:00pm

WEC Saturdays 10:30 am -1:30pm

Wednesday, December 8th **Open until rehearsal begins at 5:00pm**

Thursday, December 17th **Open until commencement ceremony begins**

Minneapolis Bookstore

Monday – Friday 9:00-4:30pm

Visit the Bookstore website for details or exceptions: <http://www.stkatebookstore.com>
For questions about cap & gown's (garb), please e-mail kldillard@stkate.edu

Note:

Students (Associates, Bachelors & Graduates) will not receive caps at the time of pickup. All caps will be distributed during lineup the day of commencement. Hoods for graduate degree candidates will also be distributed during lineup the day of commencement.

Bachelor degree students with a grade point average of 3.667 or above 6 weeks prior to commencement are eligible to wear honors cords. Bachelor-level students eligible to wear honors cords will receive them from the Bookstore along with the other academic garb.

Latin Honors will also be bestowed upon Bachelor degree students graduating with these grade point averages: 3.667 or above – Cum Laude; 3.800 or above – Magna Cum Laude; 3.900 or above – Summa Cum Laude.

VII. INVITATIONS, ANNOUNCEMENTS, RINGS, and DIPLOMA FRAMES

The Bookstore has available for purchase pre-printed announcement packages.

High-quality, embossed invitations and announcements are also available for special order through Jostens. Visit their website at <http://www.jostens.com> for more information.

(Note: Please be aware that some people do not know that announcements are not invitations. Omitting the place and time of the ceremony from your announcements should help alleviate this confusion.)

The official college ring can also be purchased through Jostens, please visit their website at <http://www.jostens.com> for more information.

Diploma frames are also available for purchase through both Bookstores. Please visit the bookstore website or stop in the St. Paul Bookstore to see examples of styles available.

VIII. MEDIA

Jolesch Photography will be taking photos of each graduate at commencement and will contact graduates directly with proofs and purchase information approximately six weeks after graduation.

The Office of Marketing and Communications takes photographs of commencement events. These photos will be used for public relations purposes and will be available for download by graduates and family members following graduation. Photos will be available on the internet within two weeks of the events at www.flickr.com/photos/stkates/collections.

Family members and friends in the auditorium may also take photographs or do videotaping from their seats. Out of courtesy to graduates and other audience members, approaching the stage for photographs or videotaping during Commencement Mass or the Commencement Ceremony is prohibited.

The college will record the Commencement Ceremony in O'Shaughnessy Auditorium using a professional camcorder. The DVD will show each graduate as she/he walks across the stage, and all commencement speeches and special honors will be recorded. The DVD will be recorded and available only in USA standard (Region #1) format. The cost of this unedited DVD is \$15.00 (includes S & H). To purchase one or more copies, please contact the Student Center and Activities Office at 651.690.6210.

IX. STUDENT ACCOUNT STATUS

Student accounts must be paid in full or suitable payment arrangements made by December 8, 2009, or you will not be cleared to participate in the graduation ceremonies. Diplomas and transcripts also will be held. Please contact Nicole Dusterhoft in the Student Accounts Office (x6858) with any questions.

If you are a Perkins or Nursing Loan borrower, you will need to complete the on-line loan exit questionnaire prior to graduation at <https://www.uasexit.com>. Questions about the questionnaire can be directed to Nicole Dusterhoft in the Student Accounts Office (x6858). If you borrowed other types of student loans, you will also need to complete an exit counseling session and will be notified of times by the Financial Aid Office.

X. INCLUSION IN PROGRAM

Due to the printing deadline of the Commencement Program, the last day for students to resolve graduation issues is Friday, November 13. The completion of necessary graduation paperwork after November 13 may result in the student's name not appearing in the Commencement Program.

XI. PARKING

Students and their guests are strongly encouraged to park in the O'Shaughnessy parking lot located on the southeast corner of campus, near the Georgia and Alberta Apartments. Students should instruct their guests to enter the parking lot at Gate 4, off of Fairview Avenue.

Handicap parking spots are located just behind O'Shaughnessy Auditorium and in the Frey Theater lot just north of O'Shaughnessy Auditorium (enter campus through Gate 3 off of Randolph Ave.). Additional handicap parking is available in the O'Shaughnessy lot on the southeast corner of campus and along the parking row on the south side of Coeur de Catherine.

Please remind your guests that parking *on the North side of Randolph Avenue is not advisable*, as this area is designated parking for the residents who live on Randolph Avenue. Parking there will likely result in receiving a parking citation from St. Paul City Parking Enforcement.

XII. AFTER COMMENCEMENT

If your student account is in good standing, your diploma and final transcripts will be mailed to your permanent address on file with the Registrar's Office approximately six weeks after commencement.

Contact the Registrar's Office (x6532) if your address will change after December 17, 2009. Each graduating student's computer account will be de-activated after commencement. The accounts of Weekend College students will remain active until after their coursework is completed.