

# Commencement Convocation 2009

## a guide for graduating seniors

### Commencement 2009 Schedule

Friday, May 8, 2009

Reception Honoring Graduates and their Families

Red & Charline McCombs Campus Center

5:30–6:30 p.m.

Saturday, May 9, 2009

Graduate Robe Distribution

Robertson Center Lounge, Corbin J. Robertson Center

10 a.m.–1 p.m.

#### **Commencement Worship Service**

Lois Perkins Chapel

10:30–11:30 a.m.

Lunch

Mabee Commons, Red & Charline McCombs Campus Center

11 a.m.–1 p.m.

Robing for Graduates

Walzel Courts, Corbin J. Robertson Center

1–1:45 p.m.

#### **Commencement Convocation**

Robertson Court, Corbin J. Robertson Center

2–4 p.m.

Class of 2009 Group Photo

John N. Score Quadrangle

4–4:10 p.m.

Reception Honoring Class of 2009 Graduates

Red & Charline McCombs Campus Center

4:10–5 p.m.

Robe Return

Corbin J. Robertson Center Lounge  
4:10–5 p.m.

## Commencement Checklist

On March 12:

### **Get a jumpstart**

Attend Graduation Fair from 4–5 p.m., March 12, in the Alumni Center, second floor, Roy and Lillie Cullen Building. Ticket requests and cap & gown orders can be turned in at this time.

Order the Southwestern Ring. Visit with the ring representative March 6, at the Graduation Fair in the Alumni Center, second floor, Roy and Lillie Cullen Building.

Before March 13: Square away the details

### **Commencement tickets will only be issued upon clearance from the Business Office and the Registrar's Office.**

- Pay outstanding fees and fines (parking, library, etc.) in the Business Office.
- Complete all paperwork for the Registrar's Office.

Before March 13:

### **Appease your family—order your tickets early.**

- Complete the ticket and gown ORDER FORM—maximum of 9 tickets per graduate—before March 13 for guaranteed seating in the Corbin J. Robertson Center. Complete the *ORDER FORM* and pay online or return the form to Room 33 of the Roy H. and Lillie Cullen Building with check or cash payments.

### **And while you're at it, make sure Grandma doesn't have to crash on your couch:**

- Make hotel reservations for out-of-town guests as soon as possible. See the “Accommodations” section provided on this website. For questions, contact the University Events Office at 512-863-1483.
- Feed your guests. Pre-purchase lunch tickets. Complete the *ONLINE ORDER FORM* by **March 13**. If paying by check or cash, return payment and order form to Room 33 of the Roy H. and Lillie Cullen Building.
- Dress for the occasion. Order your cap, gown and hood before **March 13**. See the “Regalia” section in this website for instructions. Questions can be directed to the University Events Office, Room 33 of the Cullen Building or at 512-863-1483.

### **Remember to:**

Make sure your friends can find you after graduation:

- Notify the Office of Alumni and Parent Relations of any change of address. E-mail [alumni@southwestern.edu](mailto:alumni@southwestern.edu).
- Establish a Southwestern Alumni e-mail forwarding account. For more information visit The Association of Southwestern University Alumni Web site: [www.sualumni.net](http://www.sualumni.net).

### **Get the word out:**

- (Optional) Order Commencement announcements from the SU Bookstore at 512-863-1344 or Josten's at [www.shop.jostens.com](http://www.shop.jostens.com). See the “Announcements, Photography, Rings” section on this website.

**Make it official:**

- (Optional) Order SU Diploma Frame from the SU Bookstore at 512-863-1344.
- (Optional) Order photographs and a videotape of the ceremony. Videotaping details and information on photography will be mailed to your permanent address before Commencement. See the “Announcements, Photography, Rings” section on this website for further instructions.

## Attendance and Tickets

**Attendance**

Attendance is required for graduation. To graduate in absentia, you are required to contact Dr. James Hunt, provost and dean of the faculty, in writing or by e-mailing [huntj@southwestern.edu](mailto:huntj@southwestern.edu) to request exemption.

**Tickets**

Each graduate is entitled to receive a maximum of 9 tickets to the Commencement Ceremony. The tickets provide guaranteed seating in the Corbin J. Robertson Center. Reserve your tickets before March 13, 2009, by completing the *ONLINE ORDER FORM* or returning the completed form to Room 33 of the Roy H. and Lillie Cullen Building. Tickets will be mailed by April 13, 2009, to the address you provide on the ticket reservation form. If desired, you may request additional tickets on the ticket reservation form and your name will be placed on a waiting list for possible unclaimed tickets.

Note: If you do not receive your tickets, please contact the Business Office and/or the Registrar's Office to see if you have outstanding fees, fines or incomplete paperwork. Commencement tickets will be issued upon clearance from both the Business Office and the Registrar's Office.

**Special Needs**

If you and/or a family member have special needs during Commencement, we are happy to assist you. Please contact the Office of University Events at 512-863-1483 or email Sarah Gould at [goulds@southwestern.edu](mailto:goulds@southwestern.edu). We must know **four weeks in advance** (Friday, April 10) in order to accommodate your special needs.

**Simulcast**

Due to limited seating in the Robertson Center, there will be an on-campus, live simulcast of Commencement Convocation available to all guests, including current Southwestern students who do not have tickets. Guests will be able to view the simulcast in Room 105 of the F.W. Olin Building and join you at the reception following Commencement.

**CollegeTVTicket**

The Commencement Convocation will be streamed live from the Southwestern University website. Directions will be available closer to the event date.

## **Lunch**

A buffet luncheon will be served in the J.E. and L.E. Mabee Commons of the Red & Charline McCombs Campus Center from 11 a.m. to 1 p.m., at a cost of \$8.75 for adults and \$4.75 for children 4-10 years of age. You may purchase lunch tickets for family and guests in advance by completing the *ONLINE ORDER FORM*. Tickets purchased the day of Commencement increase to \$9 for adults and \$5 for children 4-10 years of age. *Students on a Southwestern University Meal Plan do NOT need to purchase tickets for the meal.*

## **Regalia**

### **Robe Rental**

All graduates must wear the rental regalia (cap, gown and hood) to participate in Commencement Convocation. **NO SUBSTITUTIONS ARE ACCEPTABLE.** Please complete the *ONLINE ORDER FORM* and submit it before March 13. [Note: Measuring tape enclosed **ONLY** in the Student Commencement Letter]. Rental cost is \$40 and must be paid before March 13. No tax is added. Cash, checks, money orders and credit cards (Mastercard and Visa) are accepted. Checks should be made payable to Southwestern University. Return the order form in the enclosed envelope or deliver it to Room 33 of the Roy H. and Lillie Cullen Building if you are paying by cash or check. You may use a credit or debit card by paying online. If you have any questions or need help with measurements, call the University Events Office at 512-863-1483.

### **Robe & Hood Distribution**

Academic regalia distribution will take place in the lounge of the Corbin J. Robertson Center on Saturday, May 9, 2009, from 10 a.m. to 1 p.m. Your robe and hood must be returned to the lounge of the Corbin J. Robertson Center no later than 5 p.m. on Commencement day. The cap and tassel are yours to keep. Failure to return robe and hood will result in a charge of \$154.

## **Announcements, Photography, Rings (optional)**

### **Commencement Announcements and SU Diploma Frames**

Printed announcements may be purchased from the SU Bookstore at 512-863-1344 or Josten's at [www.shop.jostens.com](http://www.shop.jostens.com). The SU Bookstore also will have SU diploma frames available for purchase.

### **Photography**

FLASH Photography will capture you receiving your diploma. Approximately two weeks following the ceremony, you will receive a small color proof and will be given the opportunity to order photos. We will provide the photographer with your permanent home address unless otherwise notified. Although the photographer works independently of the University, we welcome your evaluation of the service and quality of the work. If you have any questions regarding photography, please feel free to contact FLASH Photography via their website, [www.FLASHphotography.com](http://www.FLASHphotography.com).

Following Southwestern University tradition, members of the Class of 2009 will gather for a group photo immediately following the ceremony. A large panoramic photo and small panoramic photo package will be available for \$30 at the time the photo is taken. Payment may be made by cash or check. (Checks should be

made payable to Goldbeck Company.) The photograph will be mailed to your permanent address within 10 days after Commencement.

## **Video**

Matthew & Company will videotape the ceremony. Commencement DVDs will be available for purchase before and after the Commencement ceremony for \$45 and \$10 for every additional copy. Purchased DVDs will be shipped to the address provided by the purchaser no later than eight weeks following the Commencement ceremony. For more information, please visit: [www.matthewandcompany.com](http://www.matthewandcompany.com).

## **Southwestern Ring**

You may order the Southwestern Ring by contacting Balfour ([www.balfour.com](http://www.balfour.com) or 866-225-3687) or contacting the Office of Alumni and Parent Relations ([www.sualumni.net](http://www.sualumni.net) or 800-960-6363).

## **Commencement Goes Green**

In an effort to continue Southwestern's dedication to environmental consciousness and sustainability, this year Southwestern has committed to making our biggest event of the year environmentally friendly. Here are a few of the changes made to lessen our impact on the environment:

- The Commencement Booklet is paperless for the first time.
- Commencement programs are printed on recycled paper.
- Biodegradable disposable products are used at our water stations.
- Commencement menus feature organic and locally grown produce and other food products.

## **Accommodations**

Please visit [www.southwestern.edu/visit/wheretostay](http://www.southwestern.edu/visit/wheretostay) for a list of hotels and motels. This listing represents a wide variety of quality and prices. It is provided as a service and does not constitute an endorsement. Approximate distance from Georgetown: Round Rock (10.1 miles), North Austin (19.3 miles), Salado (23.6 miles), Austin (28.2 miles). For assistance, call Southwestern University at 800-960-6363.