Congratulations! Over the past few years you have accomplished a great deal and now it is time to honor your achievement and celebrate your approaching graduation from Menlo College with fellow classmates, family, and friends.

Menlo College’s Commencement Ceremony will take place on Saturday, May 5, 2018 at 11:00 a.m. in the Quad at Menlo College, 1000 El Camino Real, Atherton, CA. The following information will help you make this celebration meaningful and enjoyable. If you have any questions, please contact Cindy McGrew in Academic Affairs at (650)543-3940 or cmcgrew@menlo.edu.

Please share all information with family and friends. Note that the information contained in this brochure can also be found at: www.menlo.edu/commencement.

COMMENCEMENT CHECKLIST

☐ SENIOR FAIRS
These information meetings will be held on February 7 at 5 PM and February 8 at 12:30 PM in the Student Union. All December, May, and August graduates are expected to attend one of these meetings, as important information regarding the commencement ceremony will be covered. The same information will be available on both dates. These will be “one stop shop” days!

In addition, two final information meetings will be held on April 16 at 5:00 PM and April 17 at 12:30 PM in the Student Union. Final information will be distributed, any last minute details can be finalized AND YOUR CAPS & GOWNS will be available for pickup!

☐ COMMENCEMENT WEBSITE
Please visit the Menlo College Commencement Website at www.menlo.edu/commencement. All forms distributed at the Senior Fairs on February 7 and 8 will be posted on the Commencement website and available for download if you need additional copies.

☐ CLASS RINGS
Class rings may be ordered from the Bookstore at any time. They may also be ordered at the Senior Fairs on February 7 and February 8. Additional “Ring Days” may be scheduled and your Senior Class President will keep you posted. Discounts will be available if you order your class ring during the Senior Fair events.

☐ CAPS, GOWNS, AND HOODS
Cap and Gown Order information – if not submitted at the February 7 and 8 information meetings, must be submitted online no later than 5:00 p.m. on Tuesday, March 13. If you are submitting your order after Tuesday, March 13, there will be a $50 late fee added to your Menlo Student Account. Your cap, gown and hood will be
available for pick-up in the Student Union at the Fairs scheduled on April 16 and April 17. A tassel is included with your cap.

The hoods for Menlo College are:

- Beige Management
- Gold Psychology
- Drab/Beige Business

Caps, hoods, and tassels may be kept, but gowns should be returned immediately following the ceremony. If you are unable to return the gown immediately after the ceremony at the tent area outside of the Campus Store, you must return it to the Campus Store no later than Friday, May 11.

If you return the gown after May 11 a $50 late return fee will be charged to your Menlo Student Account.

**HONOR CORDS**

Honors listed in the Commencement Program and announced on Commencement Day are considered Expected Honors only as they are based on your cumulative GPA as of the end of the Fall Semester. If you are graduating with Expected Honors, honor cords will be distributed at check-in on Commencement Day.

Please note: Any honors listed in the Commencement Program and announced at Commencement are considered unofficial. Your diploma will reflect any official Academic Honors earned based on your final cumulative GPA, and may be different than Expected Honors referred to during Commencement exercises.

Honors are determined as follows:

- Cum Laude 3.5000 – 3.6999
- Magna Cum Laude 3.7000 – 3.8999
- Summa Cum Laude 3.9000 – 4.0000

**PHOTOGRAPHS**

You may take advantage of scheduling Senior portraits prior to Commencement Day. Our photographer, Doug Peck, will be at the Senior Fairs on February 7 and February 8 to take appointments and provide pricing information. He will also be on campus Thursday, February 15 from 11 AM to 1 PM, on Tuesday, February 20 from 12 PM to 2 PM and on Monday, February 26 from 11 AM to 1 PM for previously scheduled appointments and “drop-ins”.

Arrangements have been made for group (by major), cap and gown and “graduate receiving diploma” photographs to be taken on the day of Commencement beginning at 8:15 a.m. You must first check-in at the Haynes-Prim Pavilion beginning at 8:00 a.m. before getting your photo taken. Photograph package information will be available from the photographer. You are under no obligation to purchase photographs. If you have any questions, please contact Judy Wasmann at (650) 543-3845 or jwasmann@menlo.edu.

**PERSONALIZED COMMENCEMENT DVD**

GradMemory, a professional video company will be filming the Commencement Ceremony. DVD’s will be available for purchase online. For more information, please see the flyer available at the Senior Faire events.

**COMMENCEMENT CEREMONY PROGRAM**

The names of all graduation candidates are published in the Commencement Ceremony Program. The Commencement Program will list your degree, major, concentration (if any), hometown, expected honors (if any) and honors society membership (if any). This information will be taken from the Commencement Information Form you complete at the Fairs on February 7 and 8.
The Commencement Information form should be completed no later than Friday, March 2, to guarantee accuracy of the information listed in the program. The form will also be posted online. **Changes cannot be made to the Commencement Ceremony Program after Friday, March 23.**

**COMMENCEMENT REHEARSALS**
Commencement rehearsals are scheduled for Tuesday, May 1, and Wednesday, May 2, on the Main Quad. We try to be respectful of this busy time for everyone; please be sure to arrive promptly at the scheduled time.

If you are planning to participate in the Commencement Ceremony, you must attend one of the following rehearsal times:

- **Tuesday, May 1, Afternoon rehearsal** 2:00 – 3:00 p.m.  Main Quad
- **Wednesday, May 2, Evening rehearsal**  6:00 – 7:00 p.m.  Main Quad

**GUESTS**
You may invite as many guests as you wish to the Commencement Ceremony. However, please be aware that this is an outdoor ceremony. The day may be warm (seating in the shade is limited) or it may rain. **The ceremony will be held outdoors, rain or shine!**

Please note: Menlo College does not issue invitations. It is up to you to notify friends and family of this special occasion. **And, effective with the May 5, 2018 commencement ceremony, seats MAY NOT BE SAVED PRIOR TO THE EVENT.** Security personnel will monitor the seating area and all posted signs will be removed.

**SPECIAL ACCOMMODATIONS**
We strive to accommodate participants or guests with special needs (such as a hearing impairment or physical disability). Please contact Linda Teutschel in the Office of the President at (650) 543-3744 or linda.teutschel@menlo.edu no later than Friday, April 20, to allow ample notice to make arrangements, as seating is limited. You may also provide this information at the April Senior Faire events.

**CHANGING YOUR MAILING ADDRESS**
All residents with a campus mailbox should notify important mail sources (family and friends, DMV, banks and insurance companies, etc.) of their new address. You will not be able to change your address with the US Postal Service, as your mail has been delivered to the College, not to you directly.

To ensure that you continue to receive vital pieces of mail, email your new mailing address to rick.edge@menlo.edu or complete a change of address form which will be made available online. You will also have a chance to submit the form at both of the April Senior Fair events. The campus post office will forward your mail for up to 3 months. However, magazines, newspapers and junk mail will not be forwarded.

**DIPLOMAS**
Menlo College diplomas will list your name, degree, major, month and year of graduation, and any official Academic Honors. **The diploma will not list your concentration.** The name that will be printed on your diploma will be taken from your graduation petition.

Your diploma will be sent via the U.S. Postal Service to the address provided on your graduation petition. Please note that the process to verify graduation requirements, confer degrees and order diplomas can take several months, so choose your mailing address accordingly. If you specified that you will pick-up your diploma, you will receive a notice at the address provided on your graduation petition or a phone call when you diploma is available for pick-up. Your diploma will not be released if you have not returned your graduation gown to the Campus Store,
or if you have any outstanding holds or financial obligations to Menlo College. If you have any questions regarding your diploma, please contact Judy Wasmann in the Office of Academic Advising at (650) 543-3845 or jwasmann@menlo.edu.

**December and May Graduates**
If you are cleared by the Business Office and have met all degree requirements, you will receive your diploma by the U.S. Postal Service (unless you are picking up your diploma) approximately twelve to fourteen weeks after Commencement. *Your graduation gown must have been returned to the Campus Store before your diploma can be released.*

**August Graduates**
If you are completing additional units during the summer at another institution, an official transcript must be received by the Office of the Registrar by Friday, **September 7, 2018**. You cannot owe any money to the College and your graduation gown must have been returned to the Campus Store before your diploma can be released.

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**COMMENCEMENT DAY | SCHEDULE OF EVENTS**

This is a day of celebration for Graduation Candidates and their families and friends, as well as a time-honored Menlo College tradition. *All campus policies remain in effect throughout Commencement Day.* Individuals who choose to violate any student conduct policy may not be permitted to participate in the Commencement Ceremony. Please make this a special event for all participants and guests.

**SATURDAY, MAY 5**

**8:00 A.M. | CHECK-IN**
All Graduation Candidates **must** report to the gym floor in the **Haynes-Prim Pavilion** to check in on **Saturday, May 5**, beginning at **8:00 a.m.**

During check-in, you will be given a card listing your name, major and expected honors (if any). On this card you will be required to write down the phonetic pronunciation of your name. There will be staff to assist you. **You must hang onto this card.** You will hand the name card to a Menlo staff member during the ceremony when you reach the stage entrance.

Please leave purses and valuables with your family or friends as there will be no secure area in which to leave these items while you are participating in the ceremony. Menlo College assumes no liability for lost or stolen items.

Staff will be available to assist you in getting into your gown, cap and hood. The tassel should hang on the right side of your cap. The hood should be placed around your neck.

**8:15 A.M. | GROUP PHOTOS**
At approximately 8:15 a.m., class pictures will begin. Student marshals will escort your major cohort to the photo station. Please be advised that there is a strict schedule for pictures and your promptness in reporting to the gym **on time** is critical. There will be no make-ups if you miss your picture(s).

**10:00 A.M. | ASSEMBLY**
We will begin lining up for commencement at 10:00 a.m. Be sure you have your reading card – it is the only information the reader will have to assist with the pronunciation of your name.
11:00 A.M. | COMMENCEMENT CEREMONY BEGINS

**PROCESSION INTO THE QUAD**
Once all Graduation Candidates are assembled by major, the procession will begin. The President and Menlo College Trustees will lead, followed by the faculty and staff, and then all of the Graduation Candidates. Student marshals will assist all the groups during the ceremony.

**WELCOME**
Everyone will stand for the welcome. Graduation Candidates are to remain standing until the platform party is seated on stage. Acting President Steven Weiner and members of the Board of Trustees will take their places to present and accept the graduating Class of 2017-2018 for the conferral of degrees. After the conferral, you are to be seated until you are called forward.

**CEREMONY PROCEDURES**
Graduation Candidates will be directed to the stage by a student marshal. You will walk to the stage and present the name card, face up, to the staff member at the foot of the stairs. After your name is announced, you will walk to center stage where Acting President Weiner will present you with your diploma cover. You will receive your diploma cover with your left hand and shake his hand with your right hand. A photo will be taken as you accept your diploma.

After you receive your diploma cover, proceed to the stairs at the front of the stage and return to your seat.

Graduation Marshals will be on hand to assist you throughout the ceremony. Please note: graduates will have reserved seating and that family and loved ones will not be permitted in the graduate area.

**RECESSIONAL**
After all of the degrees have been conferred, Acting President Weiner will present a few closing remarks and the recessional music will begin. Once the platform party has exited the stage, you are to recess to the back of the Quad and join your families and friends.

**IMMEDIATELY FOLLOWING | PRESIDENT’S RECEPTION - CAP & GOWN RETURNS**
A reception will be held immediately following the Commencement Ceremony on the lawn in front of the Sports Pavilion at the front of the College. All graduates and their families are invited to attend.

Caps and gowns should be returned to the tent area in front of the Campus Store.
### MENLO COLLEGE
#### 2018 COMMENCEMENT
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**At-a-Glance Calendar**

Visit the Menlo College Commencement website: [www.menlo.edu/commencement](http://www.menlo.edu/commencement)

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<th>FEBRUARY</th>
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<td>7 (W)</td>
<td>5:00 p.m. Senior Fair, Student Union</td>
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<td>8 (Th)</td>
<td>12:30 p.m. Senior Fair, Student Union</td>
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**Senior Portraits:**

- **2/15 (Th)** 11 a.m. to 1 p.m. – Fireside Lounge
- **2/20 (T)** 12:00 p.m. to 2 p.m. – Fireside Lounge
- **2/26 (M)** 11 a.m. to 1 p.m. – Fireside Lounge

*All December, May and August graduates are EXPECTED to attend one of the Senior Fair meetings.*

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<th>MARCH</th>
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<td>2 (F)</td>
<td>Deadline to submit Commencement Information Form</td>
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<td>13 (T)</td>
<td>Deadline to submit Cap and Gown Order Form</td>
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*$50 Late fee will be assessed for information turned in after this date.*

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<th>APRIL</th>
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<td>16 (M)</td>
<td>Senior Fair – Student Union 5:00 PM – Cap and Gown Pick-Up</td>
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<tr>
<td>17 (M)</td>
<td>Senior Fair – Student Union 12:30 PM – Cap and Gown Pick-Up</td>
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<td>20 (F)</td>
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<td>1 (T)</td>
<td>2:00 p.m. Commencement Rehearsal, Main Quad</td>
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<td>2 (W)</td>
<td>6:00 p.m. Commencement Rehearsal, Main Quad</td>
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<td>4 (F)</td>
<td>4:00 p.m. Senior Cocktail Reception, TBD</td>
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**Commencement Ceremony**

- 8:00 a.m. Check-in begins, Haynes-Prim Pavilion
- 8:15 a.m. Group Cap and Gown Photographs begin
- 11:00 a.m. Ceremony begins
- President’s Reception (immediately following ceremony), Front Lawn

*Return gowns to the Campus Store immediately following ceremony*

**Deadline to return gowns to the Campus Store without a $50 late fee is Friday, May 11.**