



2019 Convocation Requirements & Ceremony Instructions
Graduate Studies Program
School of Medicine
Oregon Health & Science University

Convocation & Hooding Ceremony
Monday, June 3, 2019

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This document outlines the OHSU requirements for participation in the Convocation and Hooding Ceremonies, assists you in ordering and collecting regalia and announcements, and will serve as a guide for you and your relatives on the day of the events. Please read it carefully and keep it handy until the ceremony.

OHSU Convocation Day

Monday, June 3rd at 1 pm

Oregon Convention Center

777 NE Martin Luther King Jr. Blvd., Portland, OR 97232

The Oregon Health & Science University Convocation is a celebratory occasion honoring all students as they culminate their academic experience at OHSU. Convocation will include faculty and administrators from all schools and will bring together members of the OHSU community for the institutional conferring of degrees.

Oregon Convention Center – Exhibit Hall C/D

12:15 PM Students will robe and line up in Exhibit Hall A1

12:15 PM Faculty will robe and line up in Rooms A 105-106

Immediately following Convocation, the schools will be holding their Hooding/Pinning Ceremonies celebrating the distinctiveness of their academic disciplines. The Graduate Studies Hooding/Commencement ceremony will take place in Exhibit Hall E.

Convocation Check List

- Verify that you are eligible to participate in the ceremony.
- Watch your email (make sure we have a current one if you've already completed degree requirements) for further information.
- Order your regalia on-line at Royal-T Papers **by the April 12 deadline**
<http://colleges.herffjones.com/college/ohsu/>
- Order graduation announcements on-line at Royal-T Papers
<http://colleges.herffjones.com/college/ohsu/>
- Pick up regalia.
- Show up at the ceremony with your regalia.

We look forward to your participation which is an important celebration and time for reflection both in your own life and in the life of the University.

2019 Convocation Participation Policy for Graduate Students

**PhD
Master's Degrees
Graduate Certificates
Bachelor of Science
Associate of Applied Science**

You may participate in Convocation if you have met the following criteria:

1. Submit the application for degree by **April 15, 2019**. Log in to your student account through the Student Information System (SIS), click on Student Services tab, click on Student Records and then click "Apply to Graduate."
2. You completed requirements for your degree in Summer term 2018, Fall term 2018, Winter term 2019, or will finish Spring 2019.

OR

You are enrolled in a cohort-based degree program that will conclude by December 31, 2019. Examples include Clinical Nutrition, Clinical Laboratory Science, Radiation Therapy, Physician Assistant, and Paramedic Education programs.

OR

You have **scheduled** your thesis/dissertation defense before Summer term begins (6/24/2019) and will complete degree requirements by the end of Summer term (9/13/2019).

Diplomas

Diplomas are available to students once the degree verification has been completed and will be mailed to the student's address on file. Students will receive diploma covers during the hooding ceremony. Graduates with degree requirements still to be satisfied should contact the registrar following completion of these requirements. The OHSU Campus Store (503-494-7708) stocks customized OHSU frames for OHSU diplomas. Official transcripts will not be released until degree requirements are met and all academic and financial obligations to OHSU are satisfied.

Regalia Ordering and Distribution

Order Deadline Friday, April 12, 2019 by 9:00 pm

All School of Medicine PhD, Master's, Graduate Certificates and Bachelor's degrees regalia will be paid for by the Office of Graduate Studies.

All orders are placed online at <http://colleges.herffjones.com/college/ohsu/>

This year we are also proud to offer a red, white and blue Military Service Honor Cord to active military and veterans in recognition of your service. To order the cord, please click on the item to add it to your cart before clicking on the graduation regalia (cap, gown, tassel, hood) image; there will be no charge.

Dual degree student, please email Lorie Gookin in the Office of Graduate Studies somgrad@ohsu.edu to confirm your attendance and ensure that the proper graduate program hood is ordered.

Regalia Distribution Dates for all Faculty and Students

Student Center, Nucleus Lounge

Thursday, May 23rd 12:00 p.m. - 6:00 p.m.

Friday, May 24th 8:00 a.m. - 1:00 p.m.

Unclaimed regalia will not be taken to the Convocation ceremony. If you are unable to pick up your regalia during the regular distribution times, please ask a friend or colleague to pick it up for you.

Degree Hoods and Colors

Gowns and hoods differ in color and style according to the degree received. All hoods bear the white, sky blue and forest green colors of OHSU. The color of the trim indicates the degree being received. Please ensure that you know exactly which degree you are receiving and order your regalia appropriately. Doctoral tassels are gold, all other degree tassels are green.

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|---------------------------------------|--|
| Bachelor of Science | <i>No hood</i> |
| Graduate Certificate | <i>No hood</i> |
| Master of Business Administration | <i>Drab-trimmed hood</i> |
| Master of Clinical Research | <i>Green-trimmed hood</i> |
| Master of Physician Assistant Studies | <i>Green-trimmed hood</i> |
| Master of Biomedical Informatics | <i>Green-trimmed hood</i> |
| Master of Science | <i>Gold-trimmed hood</i> |
| Doctor of Philosophy | <i>Sapphire blue-trimmed doctoral hood</i> |

General Regalia Information

Regalia

Participants are required to order and wear the appropriate academic costume at the OHSU Convocation Ceremonies. Order before the deadline April 12, 2019.

Graduation Announcements

Announcements for Convocation Ceremonies can be ordered online at http://colleges.herffjones.com/college/_ohsu/

Return of Gown

All gowns and hoods are rentals and are to be returned immediately after the school hooding ceremonies. Students keep the caps or tams and the degree tassel with the custom OHSU tassel signet.

Representatives from Royal-T Papers will be collecting rental gowns following the event. Please deposit gowns in the collection boxes provided outside the hall.

Regalia and Etiquette

The academic cap is worn level at all times. The tassel should hang on the right of the cap at entrance into the auditorium until the president has conferred the degrees. At that point, the tassel may be switched to hang from the left side.

It is expected that graduates' behavior throughout the ceremonies will exemplify the professional standards of their calling. Alcoholic beverages, balloons, pressurized cans and explosive devices are strictly forbidden. Schools will be charged for any additional cleaning costs incurred during the ceremony. The Oregon Convention Center is a non-smoking facility.

FAQ

Where can I leave my phone, pager, purse, coat, backpack, umbrella, camera case, or other valuables?

These **MUST** be left with family and/or friends before you enter the building and robing/staging area, as there will be no secure area in which to keep them during the ceremony. Anything left in the staging area will be removed prior to the end of the ceremony and OHSU cannot be responsible for the items. Cell phones and similar devices should be turned off or set to silent/vibrate during the ceremony.

Can family/friends come to the robing/staging area and take pictures?

No. The robing/staging area is for students and participating faculty only.

Can I have my baby/small child with me during the ceremony?

No, we are unable to allow babies and small children in the processional. Please make arrangements with family or friends to tend to your baby/child.

What do I do with my regalia after the ceremony?

Feel free to have photos taken and then deposit your Hood and Gown into the receptacles provided around the venue. The cap and tassel are yours to keep. The gowns are bar-coded and they will bill you if they are not returned.

Is there a reception?

There will be a light hosted reception following the ceremony for graduates and their families. The Platform Party and Graduates will lead the audience upstairs to the reception in Portland Ballroom rooms 255 and 256.

What about tickets for my family?

Seating is unlimited and no tickets are necessary.

When should my family and friends arrive?

The doors will open at 12:15 PM for seating. Early admittance is not available.

What about children?

Young or small children may have difficulties with the length of the ceremony. Please do not allow children to play in the aisles. If your child/children become fussy, please adjourn to the outer lobby so as not to disturb the ceremony.

If you have further questions, please contact somgrad@ohsu.edu