



GORDON

COLLEGE

COMMENCEMENT PLANNING GUIDE

FOR BACHELOR'S AND MASTER'S DEGREE
GRADUATES, FAMILIES AND FRIENDS

MAY 17 AND 18, 2013



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COMMENCEMENT

PLANNING GUIDE



LETTER FROM PRESIDENT LINDSAY

Dear Graduates and Guests,

On Saturday, May 18, Gordon College will hold its 121st Bachelor's Degree Commencement and its 16th Master's Degree Commencement.

We hope you will find this graduation planning booklet useful. Along with listing the times and locations for key Commencement Weekend events, it addresses some of the questions most frequently asked by graduates, their families and guests. This booklet also provides links to area accommodations and restaurants, maps and other information designed to help you plan ahead.

We are proud of all of you who belong to the Class of 2013, and we are grateful for the warmth, spiritual maturity and strength of the campus community that we have witnessed because of your influence on campus.

I am excited to see what you will accomplish as you carry this spirit and leadership with you from this place. I have every confidence that you will take the mission of Gordon with you wherever you go—whether it be graduate school, missions in Thailand, the family business in your hometown, humanitarian work in Haiti, banking in New York, or working just around the corner in Beverly.

We will always think of you as part of the Gordon College community, and we hope you will come back to reconnect with your classmates and faculty at Homecoming and other events on campus.

Congratulations! I am proud of all that you accomplished. Best wishes on this Commencement Weekend and through all the coming days.

Blessings,

A handwritten signature in black ink that reads "D. Michael Lindsay". The signature is written in a cursive, flowing style.

D. Michael Lindsay

President

RESTAURANTS, ACCOMMODATIONS AND RESOURCES

To help in your planning, we are providing a list of websites with ideas for restaurants, accommodations and other resources in the area. With many colleges holding commencements, we recommend you make plans early.

 A list of nearby accommodations is available on the Gordon College website at www.gordon.edu/areahotels, and many offer special Gordon College rates.

Beverly	www.beverlychamber.com
Danvers and Essex	www.northshorechamber.org
Gloucester	www.capeannvacations.com
Ipswich	www.ipswichma.com
Marblehead	www.marbleheadchamber.org
Peabody	www.peabodychamber.com
Rockport	www.rockportusa.com
Salem	www.salem-chamber.org

DIRECTIONS

From Points South:

Stay on Interstate 95 North until it separates from Route 128.

Take Route 128 North toward Gloucester, passing through Peabody, Danvers and Beverly.

Take Exit 17, Grapevine Road.

Turn left at end of ramp, and go 0.6 mile to main entrance.

From Points North:

Take Interstate 95 South to Route 128 North.

Remain on Route 128 North, passing through Peabody, Danvers and Beverly.

Take Exit 17, Grapevine Road.

Turn left at end of ramp, and go 0.6 mile to main entrance.

 More directions can be found online at www.gordon.edu/directions.

PARKING

Attendants will direct parking for Baccalaureate and Commencement.

If weather conditions lead to an indoor Commencement in the Bennett Center, drivers will be able to drop off passengers in a designated area in the Ferrin parking lot across the street from the Bennett Center. Drop-off directly in front of the Bennett Center or along Grapevine Road is prohibited. A shuttle from the Woodland Parking Lot will transport passengers to the front door of the Bennett Center.

Parking for RVs or other vehicles too large to fit in one standard parking space must be arranged at least two weeks before Commencement; contact Glenn Deckert at publicsafety@gordon.edu

PROVISIONS FOR GUESTS WITH SPECIAL NEEDS

Parking spaces for vehicles with state-issued handicap plates or placards will be reserved in the Gordon Chapel parking lot for Baccalaureate and outdoor Commencement, or at the Bennett Center for an indoor Commencement. (Others who wish to use these special needs parking areas should inquire with Glenn Deckert at publicsafety@gordon.edu at least two weeks before Commencement.)

The Baccalaureate and Commencement locations are handicap accessible. Hearing assistance packs and a special seating area for ASL interpretation will be available at both events.

Ushers will assist guests who require special seating. Guests with special needs should arrive at least 45 minutes early.

ALUMNI REUNIONS

Golden reunions take place every Commencement Day for Barrington and Gordon classes celebrating their 50th, 55th, 60th and 65th reunions. Members of those reunion classes gather early for a light breakfast before the ceremony and are invited to process with the graduating class. Following the ceremony the classes share a reunion lunch.

LIVE STREAMING

Those unable to attend events on campus can view the Bachelor's and Master's Commencement Exercises online, at www.gordon.edu/commencement/live.

BACHELOR'S

COMMENCEMENT INFORMATION





BASIC GRADUATION REQUIREMENTS FOR BACHELOR'S DEGREE

- Earn a minimum of 124 semester credit hours.
- Take 32 of the last 40 credits at Gordon (or by petition).
- Meet the residency requirement.
- Have a cumulative grade point average of 2.0 or above.
- Fulfill Core curriculum requirements.
- Fulfill the major course or other requirements specified; be endorsed by the major department(s).
- Complete all coursework in the final semester (no incomplete grades) unless a petition to change degree status is approved in advance.

 For a detailed description of graduation requirements go to **www.gordon.edu/requirements**.



BACHELOR'S COMMENCEMENT PREPARATION SCHEDULE

FRIDAY, MARCH 29

Commencement Paperwork Deadline

Submit all required documents including signed graduation evaluations, petitions to participate in Commencement, and transcripts for off-campus work taken before current term. (The deadline for the graduation Application form was September 2012.)

TUESDAY, APRIL 2, 10 A.M.–4 P.M.

Tickets, Regalia and Rings

Commencement packets and regalia (cap and gown, at no charge) will be distributed in the **Alumni Reading Room**. Each graduate's packet will include:

Five (5) tickets for family and friends to attend Commencement in the Bennett Center. These tickets will be required only in the case of inclement weather.

Three (3) tickets for family and friends to attend the Baccalaureate Service in A. J. Gordon Memorial Chapel. These tickets will be required for entrance.

LOST TICKETS CANNOT BE REPLACED.

A Jostens representative will accept orders from students who wish to buy class rings and personalized Commencement announcements, which will be displayed.

WEDNESDAY, MAY 1

Press Announcement in Hometown Newspaper

Graduating seniors are encouraged to share their educational accomplishments by announcing graduation in hometown news outlets. To access instructions and an online template, go to go.gordon.edu and type "Commencement press release" into the search window.



MONDAY, MAY 13

**Commencement Planning Information Deadline
Senior Breakfast Reservation Deadline**

Graduating seniors, please provide the information below online, or by email to the President's Office.

Online—go.gordon.edu/student/seniors/grad_planning_form.cfm

Email—marge.dwyer@gordon.edu

Senior Breakfast Attendees

Friday, May 17, 9 A.M., Danversport Yacht Club. You—and, if you are married, your spouse—are invited (no other guest).

How many will attend (including you)—0, 1, 2?

Your name *must* be on the list of expected attendees to be admitted to the Senior Breakfast. If you wish to attend, be sure to submit your planning information by May 13.

Beverages for Commencement Attendees

On Saturday, May 18, beverages will be served on the Quad immediately following Commencement. You and all your guests are welcome.

How many will attend (including you)?

 For a detailed description of the Commencement preparation timeline go to www.gordon.edu/commencement.



BACHELOR'S COMMENCEMENT WEEKEND ACTIVITIES

FRIDAY, MAY 17

9 A.M. **Senior Breakfast**

For graduating seniors, faculty and selected administrators, at Danversport Yacht Club. The president hosts this special event. There is no cost to students, but **reservations by May 13 with the President's Office are required.**

Directions to Danversport Yacht Club, 161 Elliott Street, Danvers: Route 128 to Exit 22E, take Route 62/Elliott St. toward Beverly one-half mile to ship's wheel.

11:45 A.M. **Group Photo**

Graduating seniors gather on the steps of A. J. Gordon Memorial Chapel. Wear cap and gown!

NOON **Mandatory Practice for Baccalaureate and Commencement**

Graduating seniors gather in A. J. Gordon Memorial Chapel. (NOTE: The Gordon Chapel parking lot will not be open for parking during practice. Please plan accordingly.)

4:15 P.M. **Baccalaureate Preparation**

Robe in Chapel Dining Room, Lane Student Center, and form procession.



5 P.M. Baccalaureate Service

For graduating seniors and three guests per graduate, in the A. J. Gordon Memorial Chapel. The service should end by 6:30 P.M.

Each senior can obtain three tickets on April 2. Doors will open at 4 P.M.; seats may not be held past 4:45 P.M. Ushers will be unable to hold tickets for graduates who have not given them to their guests. Beginning at 4:55 P.M., unticketed guests will be seated in the Chapel as space allows.

If the Chapel becomes filled to capacity, ushers may direct unticketed guests, and guests who have tickets but arrive late, to the Ken Olsen Science Center where large-screen viewing will be available in MacDonald Auditorium. Families with small children may find this viewing space more appropriate.

Online streaming of this event will be available through the Gordon College website at www.gordon.edu/commencement/live for those unable to attend in person.

The Baccalaureate Service is the final opportunity for the Class of 2013 to gather for a corporate worship service. It will include student reflections, hymns, a candle-lighting ceremony and a special message to encourage and challenge the senior class. Graduates will process and recess in academic regalia and will sit together as a class.



BACHELOR'S COMMENCEMENT WEEKEND ACTIVITIES

SATURDAY, MAY 18

9:15 A.M. **Commencement Preparation**

Robe in Chapel Dining Room, Lane Student Center, and form procession. (In case of rain, robe in A. J. Gordon Memorial Chapel.)

10 A.M. **Commencement Exercises (Fair Weather Plan) On quad outside Frost Hall**

For graduates, their families and friends, the faculty and administrators: unlimited seating on the quad outside Frost Hall.

There is no shade on the quad; if the weather is hot and sunny please be prepared with sunscreen and a hat or sunglasses.

The ceremony should end by noon. Beverages will be served on the quad following Commencement.

10 A.M. **Commencement Exercises (Rain Plan) Bennett Athletic Center**

Each graduate will be given five tickets on April 2 for Commencement seating in the Bennett Center in case of rain. Doors will open at 9 A.M.; seats may not be held past 9:45 A.M. Beginning at 9:55 A.M., unticketed guests will be seated in the Bennett Center as space allows. Comfortable seating and large-screen viewing will be available for unticketed and late-arrival guests in MacDonald Auditorium in the Ken Olsen Science Center.

The ceremony should end by noon. No beverages will be served if it rains.

Online streaming of this event will be available through the Gordon College website at www.gordon.edu/commencement/live for those not able to attend in person.

QUESTIONS? WHO TO CONTACT ABOUT . . .

Eligibility to Participate in Commencement 2013 and Regalia (if not picked up on April 2)

Janet Potts, Registrar's Office
978 867 4242 | janet.potts@gordon.edu

Commencement Photographs and DVDs

Hockmeyer Studios, Essex Commencement Photos
978 388 9832 | mail@hockstudio.com

The College has made arrangements with Essex Commencement Photos for a professional photographer to record the moment your daughter or son is awarded a diploma. All parents will receive an opportunity to order prints. If you wish to take your own photos, please use designated areas so you do not obstruct the views of other guests.

DVDs of weekend events will be available for purchase; details can be found at www.gordon.edu/dvd.

Center for Technology Services
978 867 4500 | CTS@gordon.edu

Personalized Commencement Announcements and College Rings

May be ordered in any one of four ways:

On campus—during regalia distribution
(April 3, 10 A.M.–4 P.M., Alumni Reading Room)

Online—www.jostens.com

Telephone—800 854 7464

On campus—at Gordon College Bookstore (during regular hours)

Check the *Academic Catalog* for degrees and honors when ordering announcements.

Press Announcement in Hometown Newspaper (see page 6)

Office of College Communications
978 867 4752 | collegecomm@gordon.edu

Everything Else

Marge Dwyer, President's Office
978 867 4897 | marge.dwyer@gordon.edu

MASTER'S

COMMENCEMENT INFORMATION





GRADUATION REQUIREMENTS FOR MASTER'S DEGREE

- Completion of all program requirements with a GPA of 3.0 or better
- Endorsement by the Board of Trustees
- Final administrative and academic clearance

MASTER'S GRADUATION ELIGIBILITY

Graduate students who complete all requirements by the end of the spring session are eligible to participate in Commencement. Degree candidates who still need to complete 6 or fewer credits and are registered for their final courses may petition the Graduate Council to walk at Commencement; all work must be completed by August 30 for conferral of the degree in September. Accounts must be paid by April 30.

COMMENCEMENT PREPARATION SCHEDULE

MONDAY, APRIL 1

Graduation Application Deadline

Submit Graduation Application to the Graduate Office, with \$25 fee.

TUESDAY, APRIL 2

Tickets and Regalia

Regalia will be available for pick-up in the Graduate Office. Each master's candidate also can pick up five (5) tickets for family and friends to attend Commencement in the Bennett Center; these tickets will be required only in the case of inclement weather.

LOST TICKETS CANNOT BE REPLACED.



MASTER'S COMMENCEMENT PLANNING INFORMATION REQUEST

Please complete the online form at www.gordon.edu/masterscommencement/breakfast by May 1, 2013.

Please be prepared to enter the following information:

Master's Student Breakfast Attendees

Saturday, May 18, 8 A.M., Easton Dining Room, Lane Student Center. This breakfast reception is hosted by the Graduate Education and Graduate Music Programs. Each graduate is welcome to invite up to six guests, at no charge; advance reservations are required.

How many will attend, including you, the student?

Your name and the number of guests you plan to bring *must* be on the list of expected attendees for the Master's student Breakfast Reception. If you wish to attend, be sure to complete the Commencement Planning Information form online by May 1.

Beverages for Commencement Attendees

On Saturday, May 18, beverages will be served on the Quad immediately following Commencement. You and all your guests are welcome.

How many will attend, including you, the student?



MASTER'S COMMENCEMENT SCHEDULE

SATURDAY, MAY 18

8–9 A.M. **Master's Student Breakfast Reception**

Graduate students, family, friends and faculty are invited to gather for a seated hot buffet breakfast in the Easton Dining Room of Lane Student Center before Commencement Exercises begin. Reservations are required; see page 14 for link to online reservation form.

9:15 A.M. **Commencement Preparation and Rehearsal**

Master's candidates gather in the Easton Dining Room, Lane Student Center, to robe, review Commencement ceremony procedures, and form procession.

10 A.M. **Commencement Exercises (Fair Weather Plan) On quad outside Frost Hall**

For graduates, their families and friends, the faculty and administrators: unlimited seating on the quad outside Frost Hall.

There is no shade on the quad; if the weather is hot and sunny please be prepared with sunscreen and a hat or sunglasses.

The ceremony should end by noon. Beverages will be served on the quad following Commencement.

Online streaming of this event will be available through the Gordon College website at www.gordon.edu/commencement/live for those unable to attend in person.

(See next page for rain plan)



MASTER'S COMMENCEMENT SCHEDULE

SATURDAY, MAY 18

10 A.M. **Commencement Exercises (Rain Plan)**
Bennett Athletic Center

Each graduate can obtain five tickets on April 2 for Commencement seating in the Bennett Center in case of rain. Doors will open at 9 A.M.; seats may not be held past 9:45 A.M. Beginning at 9:55 A.M., unticketed guests will be seated in the Bennett Center as space allows. Comfortable seating and large-screen viewing will be available for unticketed and late-arrival guests in MacDonald Auditorium in the Ken Olsen Science Center.

The ceremony should end by noon. No beverages will be served if it rains.

Online streaming of this event will be available through the Gordon College website at www.gordon.edu/commencement/live for those not able to attend in person.

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DVDs of weekend events will be available for purchase, and complete details can be found at www.gordon.edu/dvd.

Center for Technology Services
978 867 4500 | CTS@gordon.edu

Personalized Commencement Announcements and College Rings

May be ordered:

Online—www.jostens.com
Telephone—800 854 7464

Press Announcement in Hometown Newspaper

Master's graduates are encouraged to share their educational and professional accomplishments by announcing graduation in hometown news outlets. To access instructions and an online template, go to go.gordon.edu and type "Commencement press release" into the search window.

Office of College Communications
978 867 4752 | collegecomm@gordon.edu

Everything Else, Including Regalia, Breakfast Reception Reservations and Eligibility to Participate in Commencement 2013

GRADUATE EDUCATION STUDENTS

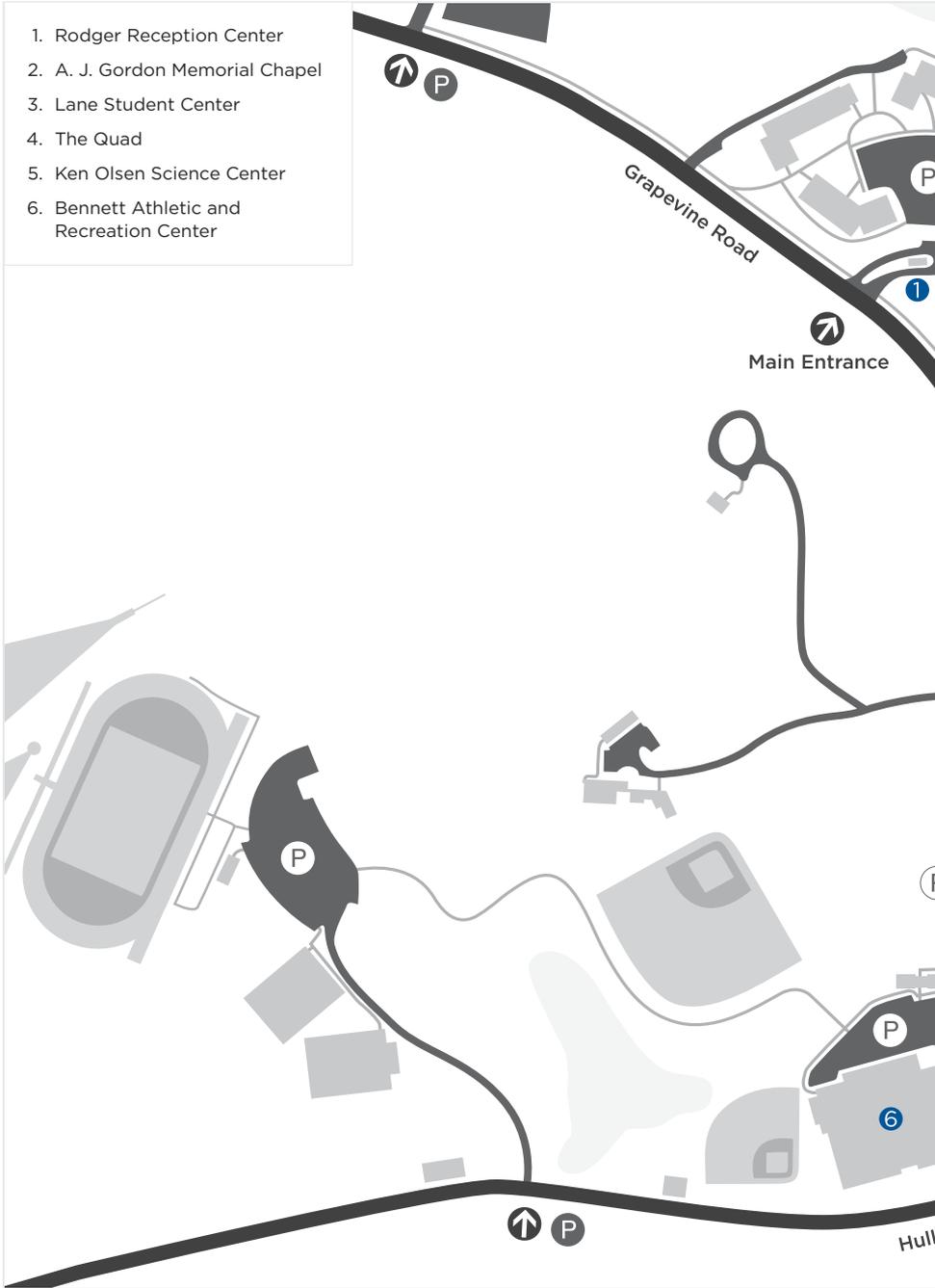
Graduate Education Office
978 867 4322 | graduate-education@gordon.edu

GRADUATE MUSIC STUDENTS

Kristen Harrington, Graduate Music Office
978 867 4429 | kristen.harrington@gordon.edu

CAMPUS MAP

1. Rodger Reception Center
2. A. J. Gordon Memorial Chapel
3. Lane Student Center
4. The Quad
5. Ken Olsen Science Center
6. Bennett Athletic and Recreation Center







GORDON

COLLEGE

OFFICE OF THE PRESIDENT

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