

TO: Clarke Graduation Candidate and Families

FROM: Susan R. Burns, Ph.D.  
Vice President for Academic Affairs

RE: Commencement Schedule

As we prepare for this year's Baccalaureate liturgy and Commencement ceremony on Saturday, May 18, I would like to share important information to assist you in planning for this momentous day. All candidates (Associate, Bachelor, Masters, Doctoral) are encouraged to participate in the Baccalaureate Mass and Commencement. Families are invited to attend both ceremonies. **Tickets for guest event seating for commencement, but not Baccalaureate liturgy, will be required.** Six Commencement tickets for family members and guests will be provided to the candidates at the time of gown pick-up (typically the week of Commencement).

The schedule for Commencement weekend includes:

Friday, May 17:

9:00 a.m. Baccalaureate and Commencement Practice (**gather in Terence Donaghoe Hall at 8:45 a.m.**) students line up by their degree and alphabetically. Practice should conclude by approximately 11 a.m.

Saturday, May 18:

9:00 a.m. Robert and Ruth Kehl Center open for Baccalaureate.

9:00 a.m. – 1:30 p.m. Whitlow Campus Store open.

9:15 a.m. Students line up in Terence Donaghoe Hall.

9:40 a.m. Student procession to Kehl Center begins– All guests should be seated by 9:40 a.m. to ensure a seat prior to the procession. Those arriving after 9:40 a.m. will be seated after the procession has ended.

10:00 a.m. Hooding Ceremony and Baccalaureate Mass in Robert and Ruth Kehl Center.

11:30 a.m.-1:00 p.m. Brunch is available in the Student Dining Room, Mary Josita Hall. Families are encouraged to take advantage of this opportunity to avoid parking and schedule difficulties. Brunch menu will consist of: Seasonal fresh fruit, fresh baked pastries and sweetbreads, scrambled eggs, apple wood smoked bacon, country breakfast sausage, seasoned breakfast potatoes, Clarke's house salad, lemon herb grilled chicken, long grained wild rice pilaf  
**Cost is \$8 per adult; \$4 per child 10 and under.**

Purchase brunch tickets by **May 12<sup>th</sup>** by choosing one of the following two options:

- Purchase in the Whitlow Campus Store
- Online Credit Card orders at [www.clarke.edu/commencement](http://www.clarke.edu/commencement) by **11:59pm on May 12<sup>th</sup>**
  - Pick up purchased ticket order in the Campus Store beginning Monday, May 13<sup>th</sup>
  - Pick up day of event: Purchased tickets will be available in the Kehl Center from 9:00-9:30 a.m. and outside the dining hall beginning at 11:30 a.m.

12:30 p.m.	Guest Seating begins in the Kehl Center
1:15 p.m.	Students line up in Terence Donaghoe Hall
1:40 p.m.	Student procession to Kehl Center begins– All guests with tickets should be seated by 1:40 p.m. for the procession. Those with tickets arriving after 1:40 p.m. will be seated after the procession has ended. Those who do not have tickets or arrive after the ceremony has begun are welcome to view the event on live-stream in the Jansen Music Hall, across the street from the Kehl Center.
2:00 p.m.	Commencement Ceremony in the Robert and Ruth Kehl Center
3:30 p.m.	Graduates will march to the Atrium following Commencement, where light refreshments will be served. All graduates and guests are encouraged to meet in or near the Atrium. Please, do not make plans to meet outside the Kehl Center, as this area gets very congested and could be a safety concern for all exiting the building.

#### Some Additional Important Notes:

- The Baccalaureate and Commencement ceremonies require a great deal of coordination. Students are expected to attend the rehearsal on **May 17** in order to understand the order of line up and procession, identify seating arrangements, become familiar with LifeTouch Photographer requests, and give input on the correct pronunciation of student name.
- Proper dress for graduation: We recommend you wear black or dark dress shoes with your academic attire. Because you will be climbing stairs to and from the stage, practicality is of greater consideration than fashion. Gentlemen are encouraged to wear dress shirt and tie. Flowers are never worn with academic attire.
- Caps/gowns and accompanying commencement tickets for guests will be available for distribution the week of graduation in the Campus Store. An email will be sent to the students when they are available for pickup.
- Special needs seating are by reservation only and available during both Baccalaureate and Commencement ceremonies around the Kehl Center track. Guests who utilize special needs seating may have one other adult with them (wheelchairs are permitted; one additional chair will be placed for the companion). Please contact Carrie Kirk by April 25<sup>th</sup> if you would like reserved special needs seating, at 563-588-6406. **Space is limited.**
- If you do not anticipate needing or using all of the six provided Commencement guest tickets, you are welcome to return extra tickets to the Campus Store or Academic Affairs. The Office of Academic Affairs will have a set number of guest Commencement tickets for students who would like to request a limited number of additional tickets, up to four. These additional tickets will be available on a first-come, first-serve basis and must be requested by emailing [academic.affairs@clarke.edu](mailto:academic.affairs@clarke.edu) by April 21<sup>st</sup>. You will then be notified of the approved amount requested by April 27<sup>th</sup>.
- The Baccalaureate and Commencement ceremonies will be projected live in Jansen Music Hall in order to accommodate additional seating.
- Guests who are unable to attend the ceremonies may view the Baccalaureate service (10:00 a.m.) and Commencement ceremony (2:00 p.m.) live on the web: [www.clarke.edu/commencement](http://www.clarke.edu/commencement)
- Parking is available in the Terence Donaghoe Lot, R.C. Wahlert Lot, and North Lot.

We look forward to helping make this a most memorable occasion for you and your family.

Further details may be found on Clarke University website: [www.clarke.edu/commencement](http://www.clarke.edu/commencement)