

FINAL COMMENCEMENT DETAILS

Memo to: Class of 2008 Degree Candidates
From: Sheron Russell, HKS Administrative Commencement Coordinator
Date: May 27, 2008

The following is the schedule for Commencement Day, Thursday, June 5. If there are any changes, you will receive an email from your Class Marshals and/or me.

- 7:00 a.m.** Convene in the Forum for class pictures (**dressed in academic regalia**)
- 7:35 a.m.** March to Yard for morning University Degree Ceremony
- 11:45 a.m.** Convene in Forum for the HKS Diploma Ceremony line up and processional
- 12:00 p.m.** HKS Diploma Ceremony in JFK Memorial Park
- 1:45 p.m.** HKS Graduation Luncheon in JFK Memorial Park
- 2:30 p.m.** Afternoon Alumni Speaker in Yard: J.K. Rowling

Commencement at Harvard is made up of several parts. *Academic Regalia will be required for participation in all ceremonies.*

➤ **Morning Ceremony in Harvard Yard – Tickets are required for guests.**

Harvard ID Card is required for all Graduates.

All graduates of the university participate. Graduates from each school sit together. At the appropriate moment they rise and are presented by the school's Dean to the President of the University, who then confers the degrees en masse. Individual diplomas are **NOT** given at this time.

Harvard ID Card – Please be advised that each graduate who is planning to attend the Harvard Morning Yard Exercises on Commencement Day will be required to present a valid Harvard ID card upon entering Sever Quad in Harvard Yard. If you do not have a valid ID card, you must go to the University ID Office (9th Floor Holyoke Center) where you may obtain a new card. Any graduate not carrying a valid Harvard ID card on graduation day will be prevented from entering the Yard. Additional security measures may be taken as deemed necessary.

➤ **HKS Diploma Ceremony and Graduation Luncheon** – *Immediately* after the morning ceremony in the Yard, HKS degree candidates must return to the Forum at HKS as quickly as possible.

Candidates will line up in the Forum and process to the JFK Park, where **each student** is presented with his or her diploma. The Graduation Luncheon immediately follows the HKS Diploma ceremony. Lunch reservations require pre-ordered tickets. No lunch tickets will be available on Commencement Day.

➤ **Afternoon Yard Ceremony**

The Alumni Processional begins at 2:30 pm in the Yard, with the speaker beginning around 3:00 pm. This year the speaker is J.K. Rowling.

IMPORTANT TICKET DETAILS

Your Commencement tickets will be available for pick-up **May 28th through June 4th** in the Career Advancement Office, room B-124. Tickets will not be available on Commencement Day. Only graduates *participating* in the HKS Diploma Ceremony are eligible to request tickets. You must present your ID when picking up your tickets.

Don't forget to give both the Harvard Yard and HKS luncheon tickets to your guests before you arrive at school on Thursday morning for your class photograph. The Forum is chaotic on the morning of Commencement and chances are you will not see your guests until after the HKS Ceremony.

Lost tickets to the Yard Ceremonies will not be replaced. No guests will be allowed to enter the Yard without a ticket.

Last Minute Cancellations: If you are not able to attend the HKS Diploma Ceremony, please inform Laura Recklet in the Office of the Registrar's (617.496.8624 or email laura_recklet@harvard.edu) **AS SOON AS POSSIBLE**. To avoid calling your name at the ceremony in your absence, **it is crucial that you inform us if you are not attending.**

Unfortunately, refunds for lunch reservations cannot be granted. Graduates are expected to pay for the lunches they reserved.

ACADEMIC REGALIA – COOP Rentals

As mentioned earlier, full regalia will be required for both the Yard and the HKS ceremonies. Don't forget to pick up your cap and gown at the Coop beginning May 29th – June 5th (the Coop will open early on the morning of the 5th). Remember to return all rented caps and gowns to the Coop on Commencement afternoon.

If you did **NOT** place a reservation with the Coop before the April 16th deadline, there will be a limited number of extra gowns and hoods available on a first-come-first-serve basis from June 2nd through the 5th. There is a \$25.00 late fee for all late rentals.

CLASS PICTURES – Chappell Graduation Images

The class picture schedule is below. You must be dressed in full academic regalia in **the Forum** in order to be photographed with your classmates. If you are not on time, you will **not** be included in the class photograph. The schedule is tight and the times are approximate. Please arrive early so you don't miss your class photograph. The class pictures will be photographed by Chappell Graduation Images. Please do not take photographs with your personal camera during this time. The flash from your camera negatively affects the group photographs.

6:55 AM	Class Marshals
7:00 AM	Mason Fellows
7:05 AM	All MidCareer MPA Candidates
7:10 AM	All MPA/ID Candidates
7:15 AM	All MPA2 Candidates
7:20 AM	All MPP and MPP/UP Candidates
7:35 AM	All Degree Candidates Follow Class Marshals from JFK Park To The Yard

PROCESSIONAL TO THE MORNING YARD CEREMONY

You will proceed two-by-two from JFK Park to the Yard at 7:35 a.m. led by your Class Marshals. You will proceed up JFK Street, make a right turn at South Street, a left turn at Mill Street, a right turn at Winthrop Street, and a left turn at Holyoke Place. You will cross the street at the "Harvard Lampoon" building, make a left turn on Plympton Street, a right turn on Mass. Ave., and a left turn on Quincy Street.

You will line up in Sever Quadrangle behind the Government sign and wait for the Caller to call for HKS (“Government”). You will then enter the Yard through the gate designated by the Caller. **THIS IS THE ONLY GATE THROUGH WHICH YOU CAN ENTER THE YARD.** You must arrive at Sever Quad by 8:00 a.m. You will line up behind Sever Hall – along with 4,500+ other graduate students. To accommodate everyone in Sever Quad it is important that you stay in formation.

You should line up with the people with whom you would like to sit during the Morning Exercises. Once you are seated in the Yard, you will **NOT** be able to move to a different seat. It is not necessary to sit within your program.

Your guests will enter through a different gate and may **not** accompany you into the Yard.

GUEST SEATING AT THE YARD

Please advise your guests to limit the number of items they carry into the Yard on Commencement morning in order to expedite their entry. **Gates will open at 6:45 a.m. All bags will be searched. Strollers will be limited to certain guest seating sections (Sections D5, D6, D7, and D8 for all graduate schools) due to safety concerns of the folding and storing of said strollers in the rows and aisles during the Morning Yard Exercises. Additional security measures will be taken as deemed necessary.**

The Morning Yard ceremony is always overcrowded. Every guest will need a ticket in order to enter the Yard. Please note that a ticket does not guarantee a seat. Therefore, advise your guests of the distinct possibility that they may not be able to find seats!

Guests not attending the ceremony in the Yard are invited to watch the Morning Exercises on TV monitors in rooms L140, L150, or in the Forum at HKS. **Guests intending to watch the ceremonies on TV monitors should not arrive in the Forum before 8:15 a.m. (after the class photographs are completed).** This is a very good alternative to the Yard, especially if any of your guests are elderly, have a disability, or have small children. The Forum Café will be open with a limited menu. After the Yard Ceremony concludes, we ask that all guests leave the building in order to prepare for the lining up of graduates for the HKS Diploma Ceremony Processional.

TO THOSE IN THE GRADUATING CLASS WITH CHILDREN

Children must remain with your guests in the audience throughout all the ceremonies to ensure their safety and a smooth and speedy completion of the Yard Exercises and HKS Degree Ceremonies. **Children are not permitted to accompany you on stage.** If you have any questions or concerns, please consult your program director.

**THE KENNEDY SCHOOL DIPLOMA CEREMONY:
LINING UP FOR THE PROCESSIONAL**

*****PLEASE READ THIS VERY CAREFULLY*****

Upon completion of the morning ceremonies in the Yard, the graduates will return **IMMEDIATELY** to the Forum. **DO NOT plan to meet your family between ceremonies. Your guests should go directly to the JFK Park. Graduates go directly to the Forum to line up for the HKS Processional.** The sooner you line up in the Forum the sooner the HKS Ceremony may start.

Lining up promises to be tricky and chaotic, ushers and Class Marshals will be directing students to the appropriate sections of the Forum. You will be preparing to march out the main Littauer doors onto the sidewalk along JFK Street. Alphabetical lines will be formed, by program, "A" being the furthest from the door and "Z" being the closest to it. You will be marching out "Z" first, "A" last. (This leaves the "A's" closer to the stage for the diploma ceremony.)

The first person in each letter of the alphabet (in each program) will be given a small placard with that letter on it to hold up so that others can organize around him or her. Also ushers and Marshals will be circulating with alphabetical lists to confirm the order.

MPA/ID: "Z" will be on the bottom step outside of Room L-150. Your line will go up the stairs. Where "A" ends near L-242-248 the MPP/UP program will begin.

MPP/UP: You will begin directly after the last "A" of the MPA/ID program, around L-242-248.

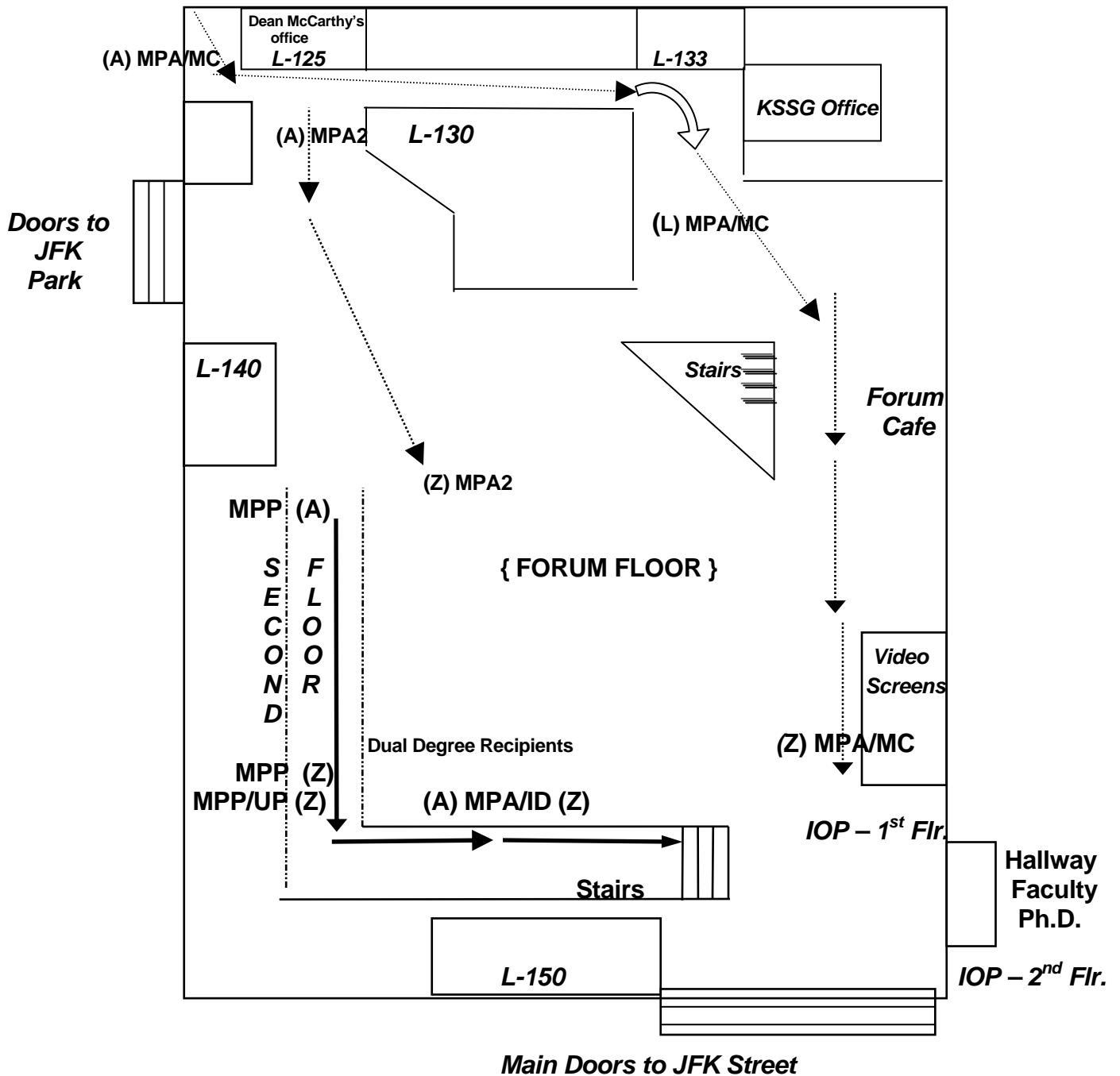
MPP: You will begin after the MPP/UP's around L-240. Your line will proceed toward L-230, against the railings and behind the large Forum video screen and left down the hallway toward L-233. It will end with "A" somewhere near room L-217, towards the Rubenstein Building.

MPA2: "Z" should be outside of the doors to Room L-140 facing the center of the Forum. "A" will end up around Room L-130. When the last MPA/MC reaches the doors to leave, cross the Forum and follow them out to the park.

MPA/MC: You will be on the Forum floor; "Z" will stand at the video/computer monitors facing the doors to JFK Street. The line will form moving in the direction of the Forum Café, around the open stairwell and down the hallway towards the MPP / MPA Office (L-133). The line will continue along this hallway past Dean McCarthy's office (L-125) and down towards the Rubenstein Bldg.

Harvard dual degree recipients: You will line-up in front of the risers and follow the last "A" of the MPP program.

Ph.D.: You will line up at the rear of the faculty processional beginning inside the IOP Hallway directly behind the doors nearest to the Forum entrance. You will line up in alphabetical order by program. Programs will be in the following order marching out ("Z" first): Ph.D./PEG and Ph.D. / Public Policy.



THE PROCESSIONAL

Faculty and students march to their seats *double file* in the following order:

- Faculty Stage Party** (two-by-two).
- Faculty and Doctoral Candidates** (two-by-two)

Master Graduates walk as follows

- | | |
|---|---|
| MPA/MC: single file on the left | MPA/ID: single file on the right <i>next to</i> MPA/MC's |
| MPA2: on the left following the MPA/MC's | MPP/UP: on the right following MPA/ID's |
| | MPP: on the right following MPP/UP's |
| | Dual Degrees: on the right following the MPP's |

The students will process between the faculty, who form an aisle between the stage and the front row, and move down the center aisle to the seats. **The last "Z" person in each program will be the first out the door.** The first "A" in each program will be the last out the door.

Marshals will flank their programs and aid you in indicating what row you should move into. You will find on each chair a packet of information labeled with your name on it. Please sit only in the chair holding the packet with your name. The packets will be arranged in the order in which diplomas will be distributed; **DO NOT rearrange the packets**. Marshals will sit near the "A's" in their Class. **Doctoral Graduates** should proceed to the second row and line-up where they see their labeled packets next to the Faculty.

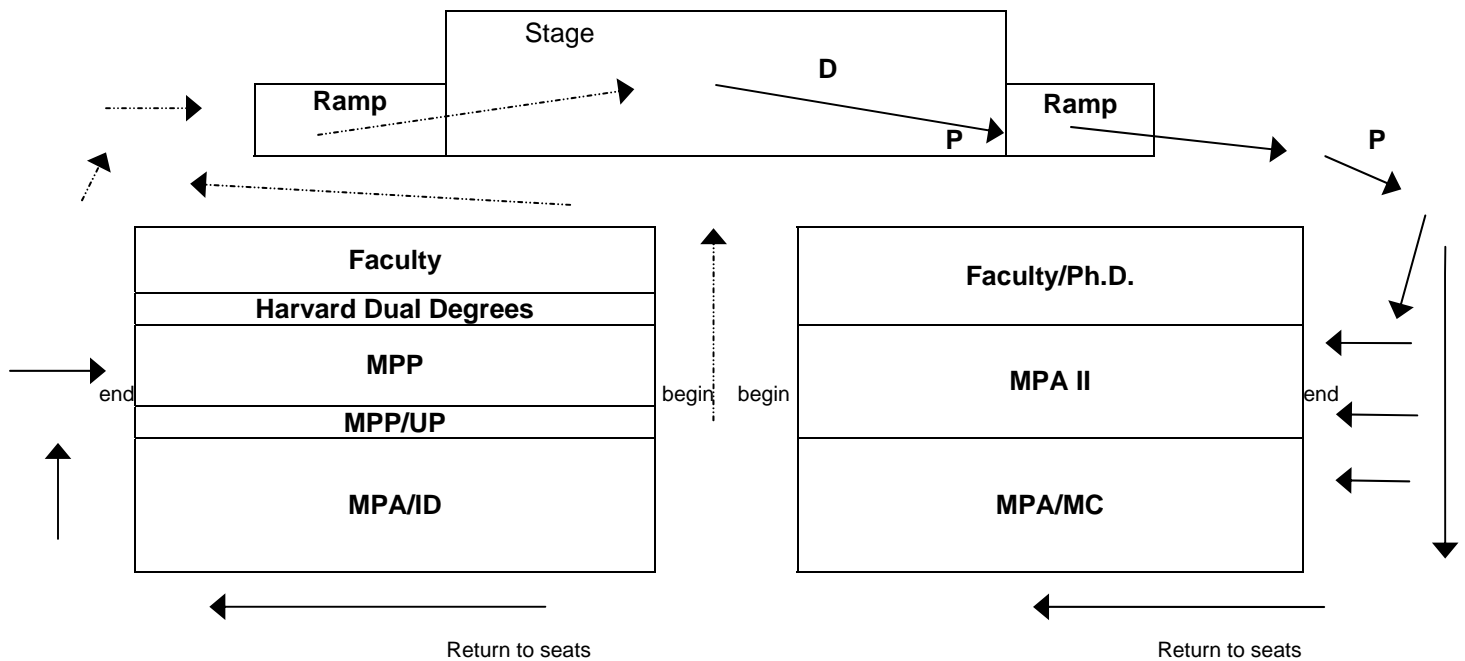
DO NOT SIT IN EMPTY CHAIRS; SIT ONLY WHERE YOU SEE YOUR PACKET. Remain standing at your designated chair until Academic Dean Mary Jo Bane asks that you be seated.

THE DIPLOMA CEREMONY

Diplomas will be awarded in the following order: **Harvard dual degrees, MPP, MPP/UP, MPA/ID, MPA2, MPA/MC, Ph.D. in Political Economy and Government, Ph.D. in Public Policy.** When your program is called, your Marshals will ask you to stand ROW BY ROW and proceed up the middle aisle to the left side of the stage (as you face it). When your name is called by your program director, you step onto the stage and receive your diploma from your faculty chairperson. You will then cross the stage to the right and shake the Dean's hand. A PHOTOGRAPHER WILL TAKE A PICTURE OF YOU SHAKING THE DEAN'S HAND. You will go down the ramp on the right side of the stage; a second photographer will take a photograph as you walk down the ramp before returning to your seat. MPP, MPP/UP and MPA/ID graduates will walk behind the graduate seating and enter their row from the outside aisle when returning to their seats. Graduates from all other programs will also enter their rows from the outside aisle. After the diplomas have been granted, there will be brief closing remarks and the formal program is over. Guests and students then proceed to the tents for lunch. Please advise your guests they are NOT permitted to take seats under the tents until the ceremony has concluded.

Graduate Procession to and from Stage

D= Dean P= Photographer



PHOTOGRAPHY

Guests Are Not Permitted To Block The Processional Or To Approach The Stage To Take Photographs. Anyone approaching the stage will be asked to return to his/her seat. Please inform your guests of this policy. There will be a still photographer taking pictures of each graduate as you shake hands with Dean Ellwood and a second photograph will be taken as you exit the stage before returning to your seat. Our Commencement photographer, Chappell Graduation Images, will send your proofs after graduation to the mailing address you indicated on your Degree Application. In addition, there will also be a videographer taping the ceremony.

THE HKS LUNCHEON

There are 7 luncheon tents in the park labeled A-G. Specific tents have been designated for each program and each tent has tables of 10. We ask that you do not remove chairs from other tables.

Tents are divided as follows:

Program	Tent Location
MPP and MPP/UP	Tent A, Tent B
MPA/MC and MPA2	Tent C, Tent D, Tent E
MPA/ID	Tent F
PhD	Tent G

Please Note That Alcoholic Beverages Are Prohibited In The Park.

PARKING AND FREE SHUTTLE BUS SERVICE TO THE YARD

Please advise your guests not to rely on taxis and not to drive into Harvard Square. With approximately 32,000 guests and 4,200 graduates parking is virtually impossible. You should recommend public transportation and the Harvard shuttle bus service, which has a stop on the corner of JFK Street and South Street (across from Eliot Street). In the event that you decide to drive, there will be open parking at the Business School and the Harvard Athletic Area parking lots on a *first come, first serve* basis. We strongly recommend that you go directly to the Athletic Area on North Harvard Street, Gate 6. The Business School lot fills up quickly. The Harvard shuttle bus will be servicing these lots on a continuous basis. Please contact the Parking Office for details, 495-3772. The Shuttle service will be provided both Wednesday, June 4 and Thursday, June 5.

In addition to the Harvard lots, there is **VERY** limited public parking available under the Charles Hotel, which is located at the corner of Eliot and JFK Streets. There is no parking available at the Kennedy School.

AFTERNOON YARD CEREMONIES

The Alumni Processional for the Afternoon Yard Ceremonies begins at 1:30 p.m. Unless you choose to forego the HKS luncheon you will not be able to **participate in the processional**. The official ceremony begins at 2:30 p.m. with several speeches and presentations before the main speaker, J.K. Rowling. J.K. Rowling's speech should begin at approximately 3:00 p.m. The program normally ends around 4:00 p.m.

Fair Harvard

(Samuel Gilman, Class of 1811[Revised 1998])

**Fair Harvard! We join in thy Jubilee throng,
And with blessings surrender thee o'er
By these Festival-rites, from the Age that is past,
To the Age that is waiting before.
O Relic and Type of our ancestors' worth,
That hast long kept their memory warm,
First flow'r of their wilderness! Star of their night!
Calm rising thro' change and thro' storm.**

**Farewell! be thy destinies onward and bright!
To thy children the lesson still give,
With freedom to think, and with patience to bear,
And for Right ever bravely to live.
Let not moss-covered Error moor thee at its side,
As the world on Truth's current glides by,
Be the herald of Light, and the bearer of Love,
Till the stock of the Puritans die.**
