COMMENCEMENT PLANNING GUIDE
FOR GRADUATES, FAMILIES AND FRIENDS

MAY 19 AND 20, 2017
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## GRADUATE COMMENCEMENT INFORMATION
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LETTER FROM PRESIDENT LINDSAY

Dear Graduates and Guests,

On Saturday, May 20, Gordon College will hold its 125th Bachelor’s Degree Commencement and its 20th Graduate 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 2017, 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,

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

Please expect a high volume of cars traveling to the College.

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 police@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 in the Ken Olsen Science Center parking lot for 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 police@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.

LIVE STREAMING

Those unable to attend events on campus can view the Bachelor’s and Graduate 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 24**

**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 2015.)

**TUESDAY, APRIL 4, 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 **Library Mezzanine**. Each graduate’s packet will include:

- Four (4) tickets for family and friends to attend Commencement in the Bennett Center. These tickets will be required only in the case of inclement weather.
- Two (2) 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.

**SATURDAY, APRIL 22 (SUGGESTED COMPLETION DATE)**

**Press Announcement in Hometown Newspaper**
Students are encouraged to share their educational accomplishments by announcing their graduation in hometown news outlets. The Office of College Communications provides downloadable press release templates for newsworthy occasions, and can assist with media distribution. Please find instructions at [www.gordon.edu/hometownpr](http://www.gordon.edu/hometownpr).
MONDAY, MAY 8

Senior Breakfast Reservation Deadline
The President cordially invites you (and your spouse if you are married) to attend the Senior Breakfast on Friday, May 19, at 9 A.M. at the Danversport Yacht Club.

Kindly RSVP by May 8 by completing the online form found at www.gordon.edu/seniorbreakfast.

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 RSVP using the link above.

Beverages for Commencement Attendees
On Saturday, May 20, beverages will be served on the Quad immediately following Commencement. You and all your guests are welcome. The form found at www.gordon.edu/seniorbreakfast will also ask you to let us know how many will be in attendance on Saturday (including you) so that we are able to provide an adequate number of beverages.

🔗 For a detailed description of the Commencement preparation timeline go to www.gordon.edu/commencement.
BACHELOR’S COMMENCEMENT WEEKEND ACTIVITIES

FRIDAY, MAY 19

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 8 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 (sunny side), Lane Student Center, and form procession.
**5 P.M.  Baccalaureate Service**

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

Each senior can obtain two tickets on April 4. 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](http://www.gordon.edu/commencement/live) for those unable to attend in person.

The Baccalaureate Service is the final opportunity for the Class of 2017 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 20

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. Comfortable seating and large-screen viewing will
be available indoors in the MacDonald Auditorium in the Ken
Olsen Science Center.

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 four (4) tickets on April 4 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 2017 and Regalia (if not picked up on April 4)

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

A professional photographer will record the moment your student is awarded a diploma. All parents will receive an opportunity to order prints.

Please use designated area to snap a photo and then return to your seat so others are not obstructed from taking photos. Please do not approach the stage.

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 4, 10 A.M.–4 P.M., Library Mezzanine)
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
978 867 4897  |  commencement@gordon.edu
GRADUATION REQUIREMENTS FOR GRADUATE PROGRAMS

☐ Completion of all program requirements with a GPA of 3.0 or better
☐ Final administrative and academic clearance leading to endorsement by the Board of Trustees

GRADUATE DEGREE 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 six 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

FRIDAY, MARCH 31

Graduation Application Deadline
Submit Graduation Application to the Graduate Office, with $75 fee.

MONDAY, APRIL 10

Tickets and Regalia
Regalia will be available for pick-up in the Graduate Office. Each candidate also can pick up four (4) 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.
GRADUATE COMMENCEMENT PLANNING INFORMATION

Please complete a form at www.gordon.edu/graduatecommencement/breakfast to inform the College about whether you wish to attend a buffet reception prior to the Commencement ceremony, and whether you and your guests will stay for beverages on the Quad after Commencement.

Graduate Student Breakfast Reservation Deadline

Saturday, May 20, 8 A.M., Easton Dining Room, Lane Student Center.

This seated buffet breakfast reception is hosted by the Graduate Education and Graduate Music Programs. Graduates may invite up to two guests only. Space is limited and advance reservations are required.

To submit a reservation for the breakfast, please complete the online form at www.gordon.edu/graduatecommencement/breakfast by May 1, 2017.

How many will attend, including you, the student?

Your name and the number of guests in your party must be on the advance reservation list if you wish to be admitted to the breakfast reception. Reservations submitted after May 1 cannot be guaranteed, and the graduate will be notified by email if their party has been added to the wait list for the event. The Graduate Education Office will notify all graduates if additional guests may be invited after May 1.

Beverages for Commencement Attendees

On Saturday, May 20, beverages will be served on the Quad immediately following Commencement. You and all your guests are welcome. Please provide this information when you RSVP online regarding the breakfast reception.

How many will attend, including you, the student?
GRADUATE COMMENCEMENT SCHEDULE

SATURDAY, MAY 20

8–9 a.m.  Graduate 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. Space is limited. Reservations are required; see page 14 for link to online reservation form.

9 a.m. Commencement Preparation and Rehearsal
Graduate degree 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)
GRADUATE COMMENCEMENT SCHEDULE

SATURDAY, MAY 20

10 A.M.  Commencement Exercises (Rain Plan)
Bennett Athletic Center
Each graduate will obtain four (4) tickets on April 10 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.

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

Everything Else, Including Regalia, Breakfast Reception Reservations and Eligibility to Participate in Commencement 2017

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