

**Guide to  
COMMENCEMENT 2012**

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## GENERAL INFORMATION

The 2012 Commencement ceremony will be held on Monday, May 14<sup>th</sup>, 2012 at Villa Aurelia.

- Graduates should arrive at 1:00 pm to allow time to check in, rehearse, and line up
- Guests will be permitted to enter the Villa at 4:30 pm – and no sooner than that – upon showing their official invitation ticket.
- The ceremony will last approximately 2 hours.

Contact Information:

Email: [infograduation@johncabot.edu](mailto:infograduation@johncabot.edu)

Phone: 06 681912

If calling from the US please dial 011 39 06 681912

## COMMENCEMENT SCHEDULE FOR 2012:

**DATE: MONDAY, MAY 14<sup>TH</sup> 2012**

**Place: Villa Aurelia at Porta San Pancrazio, 1 (near the American Academy)**

**Time: Processional begins *promptly* at 5:30.**

Time	
12:00	Complimentary lunch at Tiber Café ( <b>please RSVP</b> by May 5 <sup>th</sup> , 2012 to <a href="mailto:infograduation@johncabot.edu">infograduation@johncabot.edu</a> )
1:00 pm	Graduates must arrive <b>on time</b> . Graduates <b>must bring their own robes</b> and will have a designated place in the Villa to leave personal belongings. (This may not be possible if it rains.)
1:00 pm - 2:00 pm	Graduate group photograph without gowns
2:15 pm - 2:45 pm	Rehearsal for Graduates in Secret Garden
2:50 pm - 3:15 pm	Graduates put on caps and gowns
3:15 pm - 4:00 pm	Individual graduate portrait photographs
4:10 pm	Group Graduate Photo – also with President Pavoncello and Dean Merva
4:30 pm - 5:00 pm	All participants should be at the Villa well in advance to finish robing, have photos taken and line up for the ceremony. In case of rain, all official participants will put on their robes in the same room, as the other rooms will be set up for guest seating.
5:00 pm	Press arrives
5:10 pm	Graduates line up in alphabetical order, with the help of Pilar and Kimberly.

### **When the ceremony begins:**

- All guests should be seated by **5:15**, with special VIP guests in the reserved sections toward the front.
- The Processional Music will begin, signaling the start of the ceremony. All guests will rise and the procession will start: graduating class, faculty, and Presidential party walk down the aisle.
- Graduates will be seated in their area on the right-hand side (as one faces the stage) of the stage. The graduates will file in and take their seats from the back row to the front.
- Faculty members will file in and take their seats in the chairs placed on the left-hand side of the stage (as one faces it), beginning with the last row and continuing to the first row.
- The Presidential Party will be seated on the stage. The Registrar will also be seated on or near the stage near the table with the diplomas.

## GRADUATION CORRESPONDENCE

All graduation related information will be dispersed to students via their JCU email address.

For all inquiries regarding graduation students and families can email:

[infograduation@johncabot.edu](mailto:infograduation@johncabot.edu)

Information will be posted on the Commencement Webpage. Official Graduation related information includes, but is not limited to:

- Pre-certification information about graduation
- Financial holds
- Diplomas
- Ceremony Information
  - o Dates & Times
  - o Tickets
  - o Cap & Gown
  - o Photographs from the ceremony & graduation gala dinner

### IMPORTANT

All graduates **MUST** ensure that they have updated their contact information on file with the university Alumni Association before graduation. Information can be submitted through:

[http://www.johncabot.edu/About\\_JCU/Alumni\\_And\\_Friends/Alumni\\_Questionnaire.aspx](http://www.johncabot.edu/About_JCU/Alumni_And_Friends/Alumni_Questionnaire.aspx).

## FREQUENTLY ASKED QUESTIONS

### **Where is the ceremony and what time do I need to be there?**

The ceremony will be held on Monday, May 14<sup>th</sup> 2012 at Villa Aurelia at Porta San Pancrazio, 1 (near the American Academy). Graduates **must** arrive at 1:00pm and bring their robes. The ceremony times are listed on page 1 of this guide.

### **Does Villa Aurelia have a parking space?**

The Villa is a private area and does not allow parking inside the facility. However, parking spaces are available outside the Villa, along Via Garibaldi and Viale 30 Aprile (for more details please refer to the map).

### **Do I need tickets for the ceremony?**

All graduates are given 5 guest invitations. It is not possible to buy or obtain more tickets.

### **Can seniors invite more than 5 guests?**

No. You can only invite as many guests as are your invitation tickets (five). You may however ask your fellow graduate friends if they are willing to give you one of their unused invitations. If you are able to obtain additional tickets through your friends, you will have to notify Student Services that this exchange has been made.

### **What should I wear to the ceremony?**

Slightly formal attire is expected since individual and group pictures will also be taken without the robe. However, keep in mind that it can be a very hot and sunny day and the ceremony is held in a non-shaded garden.

### **Who organizes the commencement ceremony and who is in charge of it?**

Commencement is headed by Jacqueline Maggi, with the collaboration of Kathryne Fedele, Pilar Murguia (student services), Kathy Quinn (logistics), Carmen Scarpati (registrar), Hellen Vera Chilelli (alumni) and other staff members.

### **Can my guests come at any time?**

No. Guests will be granted entrance to the Villa from 4:30 pm onward upon showing their invitation. All guests should be seated by 5:15 pm.

### **Where do I get my diploma?**

The tube that you receive during the graduation ceremony is *empty* and does not contain your Diploma. You will be notified by the Registrar's Office once your Diploma is available for pick-up. If you cannot pick it up in person you may make arrangements for it to be mailed to you.

### **Where do I pick up my guest tickets?**

Tickets for the graduation ceremony can be picked up at the Student Services Office (Tiber Campus) beginning April 2<sup>nd</sup>.

### **I have a family member with a wheelchair; where do we park? What is the best entrance to the facility? Where do we sit?**

We have arranged for disabled guests to have access to the Villa and there will be appropriate seating for them at the ceremony. You must inform us at least a week in advance if any of your guests will need special seating at [infograduation@johncabot.edu](mailto:infograduation@johncabot.edu).

### **Who organizes the dinner, where is it held and at what time does it start?**

The graduation dinner is organized by Student Services and will be held at Villa Miani on Via Trionfale n° 151 – [www.villamiani.com](http://www.villamiani.com). The dinner will begin at 8:00 pm.

### **Does the Villa have a parking space?**

The Villa has an internal parking space and you are welcome to use it (for more details please refer to the map).

### **Is there a specific dress code for the dinner?**

The graduation dinner is a Gala Dinner, hence appropriate dressing is expected.

### **I (or my guests) have particular dietary restrictions; who do I inform?**

You should email Student Services ([studentservices@johncabot.edu](mailto:studentservices@johncabot.edu)) by April 2<sup>nd</sup> if you or your guest(s) have specific dietary restrictions.

### **How many guests may I bring to the Graduation dinner?**

Each graduate may bring two guests (€75 per guest). Graduates are invited to attend at no charge.

## INSTRUCTIONS FOR GRADUATES

Attendance at the Commencement Ceremony is optional but you are kindly requested to inform us prior to the ceremony day if you will **not** be attending. There are no rehearsals prior to the day of the ceremony. Rehearsals will be held on the same day.

**Be on time:** Arrive promptly at 1:00 pm, bringing your cap and gown. If you are carrying purses, backpacks or helmets make sure you leave them in the cloak room. Lateness may prevent your participation in the procession.

**Guest Seating:** All guests must have an invitation. Commencement protocol does not permit seating of guests during the processional; late arrivals must wait to be seated until the processional ends and all participants in the march are seated.

### **Appropriate Conduct:**

- Please remain seated during the ceremony.
- Cell phones and pagers should be turned off.
- All graduates and their guests are asked to remain for the entire ceremony as a sign of respect for all university graduates.
- At the conclusion of the ceremony, you will follow the platform party and faculty in a recessional directly out of the garden.
- You should not wear sunglasses when walking up on stage to receive your diploma.

## INSTRUCTIONS FOR GUESTS & FAMILIES

**Invitations:** All guests must present their official commencement invitation for entry to the Villa. The guests that show up must be the guests who communicated their participation in the ceremony.

**Seating:** Be seated before the procession begins. Guest seating is first-come, first-seated (with the exception of guests with disabilities who will have special seating reservations). No guests are permitted in the students' seating area.

**Processional:** Guests will stand while the parties march. Guests are not allowed to leave their seats while the procession is taking place.

**Cell Phones** and pagers should be turned off.

**Photographs** are encouraged but please be mindful of those around you and do not linger after taking your pictures. We remind you that a professional photographer will be present to provide a complete photo & video service of the entire ceremony.

Please remain for the entire ceremony as a sign of respect for all graduating students.

## CAP & GOWN

**Cap & Gown:** You should have submitted your size by February 16<sup>th</sup>. You will receive an email notifying you once your gown is ready for pick-up. It is your responsibility to bring your cap and gown to the ceremony.

**Honor Cord & Tassel:** These will be given to you (if you are to be awarded one) during the ceremony.

## INVITATIONS

The names of your guests should be communicated to Student Services.

You can pick up your invitations at the Student Services office (Tiber Campus) from March 30<sup>th</sup> 2012.

## DIPLOMA

The Diploma *will not be inside* the tube given to you at the graduation ceremony.

Once the Diplomas are available for pick-up, the Registrar's Office will notify you.

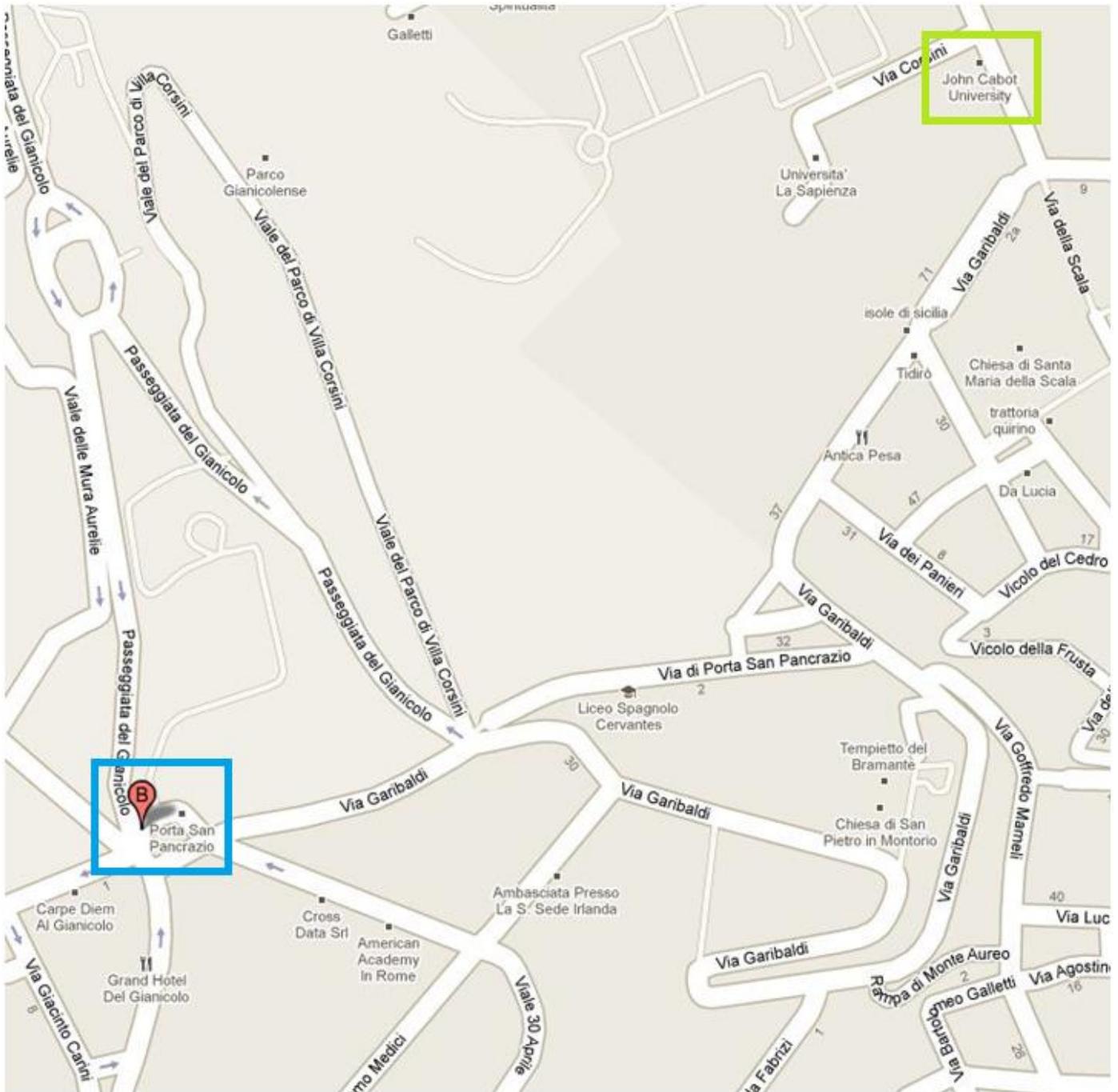
All financial obligations must be satisfied before diplomas can be released or mailed.

Diplomas can be mailed to graduates who will have left the country and will not be able to pick them up in person.

## MAPS & GENERAL DIRECTIONS

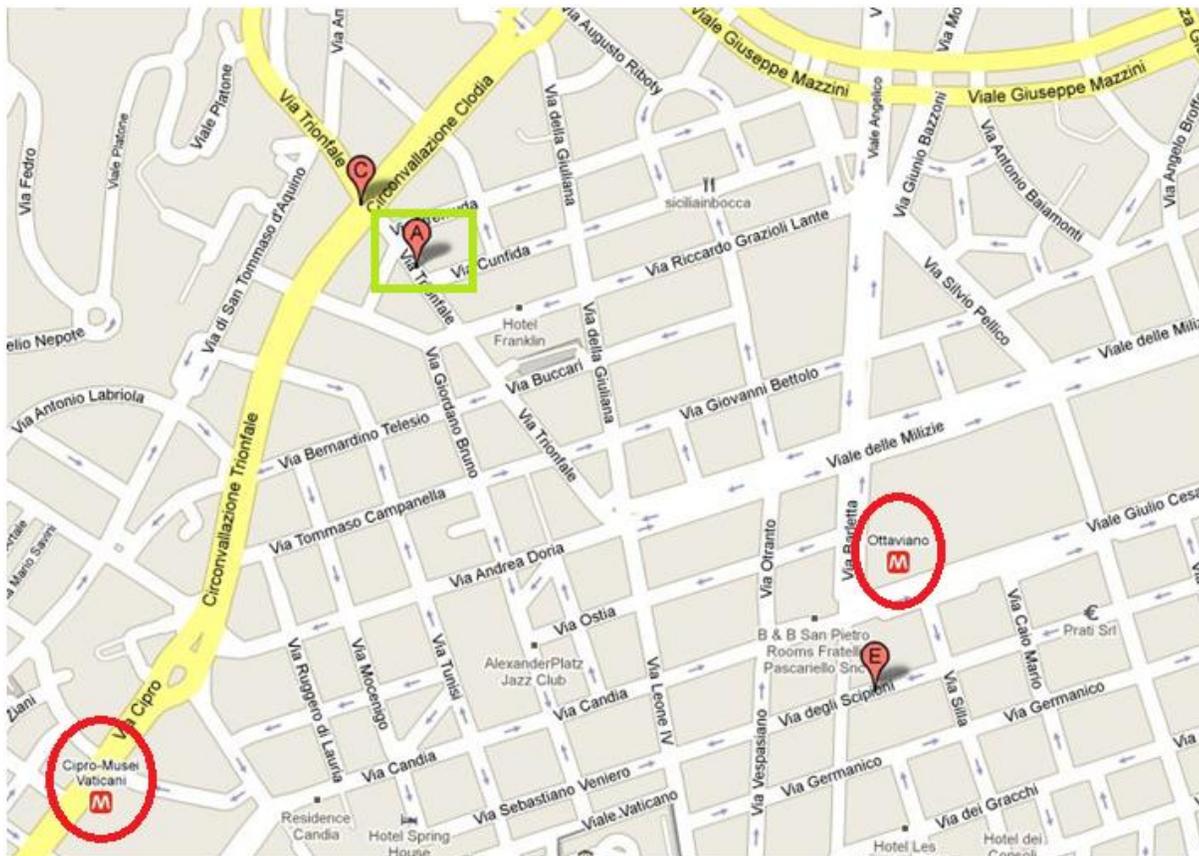
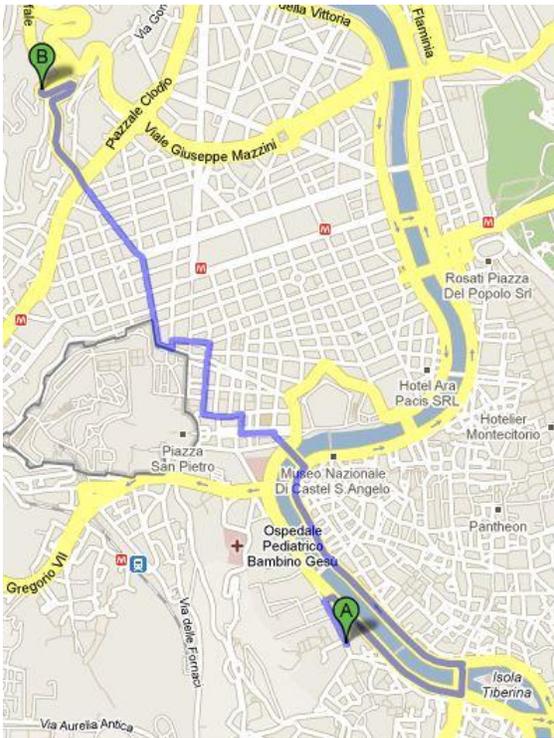
### ***Villa Aurelia***

From the university you can walk up to the Villa following Via Garibaldi or you can take the bus 115 all the way up to Porta San Pancrazio.



## Villa Miani

You can reach Villa Miani using Metro Line A. The closest stops are Ottaviano and Cipro-Musei Vaticani.



## PHOTOGRAPHS, VIDEO & DVD

A professional photographer has been hired to cover the graduation dinner and the commencement ceremony. The photographer will produce a video and a set of photographs, as well as a DVD that will be handed out to you shortly after the graduation events.

The DVD will be distributed to all graduates by Alumni Coordinator, Hellen Vera Chilelli. In order to pick up your DVD you will have to return the registration form that was given to you as part of your "*Alumni Association Welcome Package*." You will receive an email once the DVD set is ready.

Office Hours:

Registrar's Office

Mon – Fri 9.00 – 16.30

Phone Number: 06 68191270 or 06 68191280