



# Chaminade University OF HONOLULU

## SPRING COMMENCEMENT

**MONDAY, MAY 12, 2008  
NEAL S. BLAISDELL ARENA**

TO: Graduating Class of May 2008

RE: Important Commencement Procedures and Dates

Chaminade University's Commencement Ceremony will be held on Monday, May 12, 2008, at 7 p.m., at the Neal S. Blaisdell Center Arena. It will be telecast live on Olelo Television, as well as on Chaminade's website.

To ensure that you make your way through this sometimes stressful yet exciting time, please read the following checklist carefully. Then POST IT in a visible spot as a reminder of these important steps and dates.

- \_\_\_\_\_1. **COMPLETE PAPERWORK FOR GRADUATION.** Most of you have completed the paperwork for graduation. This means that you have (1) completed a "Clearance for Graduation" with your Advisor and (2) received a "Petition for Graduation" that you have completed and returned to the Records Office with the required fee. **IF YOU HAVEN'T COMPLETED ALL OF THIS, RUN—DON'T WALK—TO THE RECORDS OFFICE TO GET THESE THINGS STRAIGHTENED OUT.** Unless all of your paperwork is complete, you will not be graduating in May.
  
- \_\_\_\_\_2. **BE FITTED FOR CAP AND GOWN.** Fittings for cap and gown will take place at the Campus Bookstore the week of **Monday, February 25<sup>th</sup> to Friday, February 29<sup>th</sup>.** Only those who have cleared their petition with the Records Office will be fitted for a cap and gown. If you go in after February 29th, the Bookstore will charge you a \$20.00 late fee.

When getting fitted at the Bookstore, be sure to complete the following, if applicable:

- \_\_\_\_\_A.     **ORDER ANNOUNCEMENTS:** Each graduate will receive 10 announcements. Additional announcements will cost \$1.95 each.
  
- \_\_\_\_\_B.     **ORDER PERSONALIZED NAME CARDS:** Please check with the Bookstore about placing an order. Cost will be \$13.50 per 50 name cards.
  
- \_\_\_\_\_C.     **ORDER A RING:** You may order rings through the Bookstore if you'd like one. Representatives from Herff Jones will be available during the week of your gown fitting. A deposit of \$50 is required with your order, and the balance is due when you pick up the ring. Delivery of the rings takes 10 to 12 weeks.
  
- \_\_\_\_\_3.     **CLEAR ALL FINANCIAL OBLIGATIONS:** All financial obligations must be cleared before you pick up your graduation ensemble. You will not be able to participate in the Ceremony and your name will not appear in the program unless you do so.
  
- \_\_\_\_\_4.     **PUT INFORMATIONAL MEETING ON YOUR CALENDAR:** An informational meeting will be held two weeks before the ceremony (**Monday, April 28 at 12:00 noon or at 4:00 p.m. in the Ching Conference Center in Eiben Hall**). Information on the ceremony will be discussed and the Graduate Exit Survey will be conducted at this time as well. If there is any change in your graduation plans, a representative from the Records Office will be present to update this information. Please plan on attending the meeting.
  
- \_\_\_\_\_5.     **PUT MANDATORY REHEARSAL DATE AND TIME ON YOUR CALENDAR:** The MANDATORY rehearsal will be held on **Monday, May 12, at 4:00 p.m.**, right before the actual ceremony. You **MUST** attend the rehearsal as well as **BE ON TIME** to ensure that you have a seat for your Commencement. If you do not have a seat, you will not be able to walk with your class.

- \_\_\_\_\_6. **PICK UP YOUR GRADUATION REGALIA.** You may pick up your graduation ensemble beginning **April 11**. Before leaving the Bookstore, be sure you have (1) a tassel, (2) a white collar for women graduating with an undergraduate degree, and (3) an Honors Cord if you are receiving a Bachelor's Degree with Honors. The Bookstore will have a list of students graduating with honors. Please note that graduation regalia will NOT be issued at the NBC Arena.
  
- \_\_\_\_\_7. **COMPLETE AN INFORMATION CARD WHEN YOU PICK UP YOUR GRADUATION REGALIA.** You will be issued an information card at the Bookstore. This card identifies information used in the Commencement ceremony, such as seating arrangements. It is essential that you fill out this card and leave it at the Bookstore. Please print your name clearly and neatly as it will be used to read your name when you are individually presented at the Commencement ceremony.
  
- \_\_\_\_\_8. **MARK THE DATE FOR BACCALAUREATE MASS AND THE HONORS CEREMONY ON YOUR CALENDAR:** Baccalaureate Mass, an optional religious service is on **Sunday, May 11, at 2 p.m.**, in the Mystical Rose Oratory on campus. Light refreshments will follow the service. The Honors Ceremony will begin at 3:30 p.m. in the Mystical Rose Oratory. Please call Kay Stone at 440-4226 if you have any questions about Baccalaureate Mass and Marcia Bulosan at 735-4739 for questions about the Honors ceremony.
  
- \_\_\_\_\_9. **GUEST INFORMATION:** Guests are welcome to the Commencement ceremony. Auditorium doors open at 6:30 p.m. and seating is on a first come, first served basis. Please inform your family and friends that the Blaisdell Center does NOT allow balloons inside the Arena or the Exhibition Hall.

**PLEASE MARK ALL COMMENCEMENT RELATED DATES ON YOUR CALENDAR:**

<b>DATE</b>	<b>EVENT</b>	<b>TIME</b>
February 25 – 29	<ul style="list-style-type: none"> <li>○ Have cleared all financial obligations</li> <li>○ Get fitted for cap and gown at the Bookstore</li> </ul>	Bookstore Hours: 9:00 a.m. – 3:00 p.m.
April 11	Pick up of Graduation Regalia (cap-n-gown, announcements) at the Bookstore	Bookstore Hours: 9:00 a.m. – 3:00 p.m.
April 28 Two times are available. Please plan to attend one of the two times listed.	<ul style="list-style-type: none"> <li>○ Informational Meeting for ALL Graduates. Ceremony information discussed and Graduate Exit Survey conducted.</li> </ul>	April 28 <sup>th</sup> @ 12 noon -OR- @ 4:00 p.m.
May 11	<ul style="list-style-type: none"> <li>○ Baccalaureate Mass</li> <li>○ Mystical Rose Oratory</li> </ul>	2:00 p.m.
May 11	<ul style="list-style-type: none"> <li>○ Honors Ceremony</li> <li>○ Mystical Rose Oratory</li> </ul>	3:30 p.m.
May 12	<ul style="list-style-type: none"> <li>○ Mandatory Commencement Dress Rehearsal at NBC Arena</li> </ul>	4:00 p.m. <b>BE ON TIME</b>
May 12	<ul style="list-style-type: none"> <li>○ Commencement Exercise at NBC Arena</li> </ul>	7:00 p.m.

**IF YOU HAVE ANY QUESTIONS REGARDING THE VARIOUS EVENTS, PLEASE CALL THE APPROPRIATE INDIVIDUALS:**

Grades and Records	Records Office 735-4722
Cap and Gown Regalia	Bookstore 735-4798
Baccalaureate Mass	Kay Stone 440-4226
Honors Ceremony	Marcia Bulosan 735-4739
Graduation Exercises	Marcia Bulosan 735-4739

Thank you. We look forward to working with you to ensure a memorable and exciting Spring Commencement 2008!

Aloha,  
Chaminade Commencement Coordinating Committee

Henry Gomes, Chair	Michael Daniels
Marcia Bulosan, Co-Chair	Kay Stone
Kelli Gay-Monteilh	Priscilla Nakama
Melanie Legdesog	Kapono Ryan
Mona Maehara	