

14 March 2008

TO: May 08 Degree Recipients

FROM: Cassandra Thomas and Debbie Best, Advising Office
Department of Politics

Congratulations from all of us in the Woodrow Wilson Department of Politics upon successful completion of a demanding course of study! We are as pleased and as proud as your family must be. We are looking forward to seeing you at our diploma ceremony.

LOCATION/TIME

Our departmental diploma ceremony will be conducted **Sunday, May 18, 2008**, at Memorial Gym **IMMEDIATELY** following the Lawn ceremony. Upon leaving the Lawn, take the steps behind Alderman Library down to Mem Gym, **and enter through the east side of the lower level--the only door degree candidates will be permitted to enter. You will not be allowed to enter the main level of the gym prior to the ceremony.** Please look for signs marking the proper entrance. **The ceremony will begin at 1:30 p.m. (students should line up no later than 12:45pm.)**

Faculty and staff members will be present to direct you, and there will also be signs posted on the walls. It is important that you cooperate and line up properly in a timely manner. **Otherwise, your name may not be called during the awarding of diplomas.**

The **diploma ceremony** rain site will also be at Memorial Gym. If the decision is made to hold Final Exercises on the Lawn and move diploma ceremonies inside, the department's diploma ceremony will begin at 3:30 p.m. If the weather is severe, **Finals** will be held in the John Paul Jones Arena followed by the department's ceremony at 1:30 p.m.

TICKETS

5 tickets per graduating student. Tickets will be available for pick-up from Wednesday, April 23rd from 9am to 12pm, Thursday, April 24th from 9am to 12pm and 2pm to 3:30pm, Monday, April 28 from 2pm to 4pm, Tuesday, April 29th 9am to 12pm in **240 New Cabell**. Student ID's are required for pick-up and will **ONLY** be allowed to receive his/her own tickets. **NO EXCEPTIONS!**

PARKING

Parking is available at U-Hall and Scott Stadium with complimentary shuttle bus service to Central Grounds. Parking is also available in the Emmet/Ivy parking garage, but no shuttle bus service is provided from this location (only a 10 minute walk to the Lawn). Free parking is permitted at U-Hall and Scott Stadium and limited pay-by-the-hour parking is available at the Central Grounds parking garage on Emmet Street. Drop-off for handicapped or elderly will be available at the circular driveway in the front of Memorial Gym. Someone will be present to assist you. If someone is dropped off in the circle, the vehicle must then be moved to one of the above-mentioned lots.

PhD CANDIDATES

There will be a Hooding Ceremony during the presentation of your degree. When ordering your cap and gown, be sure to include a hood. Please inform Cassandra of your plans and let her know which professor directed your dissertation.

BE SURE TO GET LINED UP PROPERLY AND ON TIME!!!!