



134th
CHAMPLAIN COLLEGE
COMMENCEMENT

2012

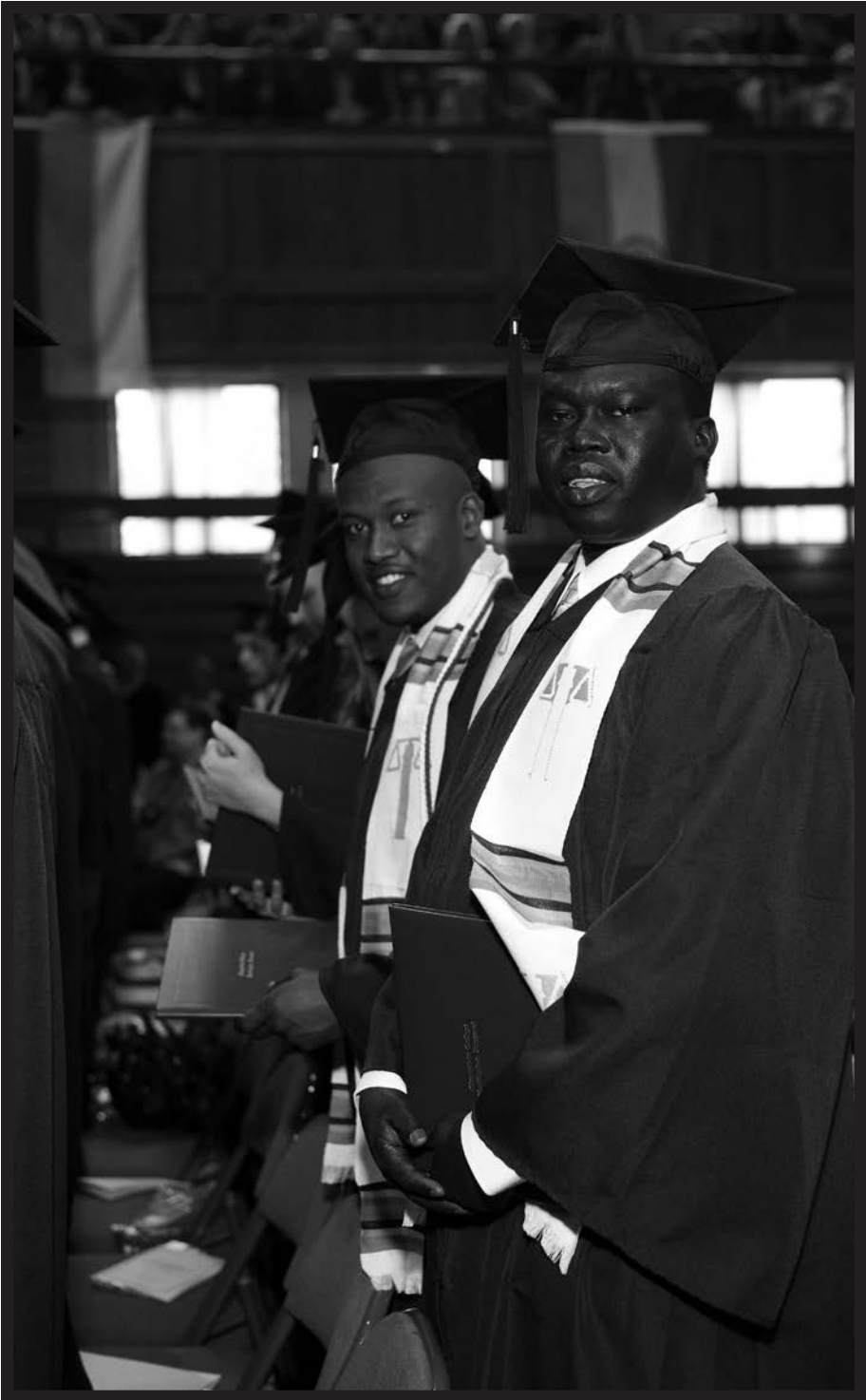
A Planning Guide for Students & Families



IMPORTANT DATES

for the CLASS of 2012

February 1	Deadline for cap & gown and diploma orders
April 12	Graduation Celebration – Pick up cap & gown; gather other graduation information and sign up for senior week activities
April 23	Last day of undergraduate classes
April 24—27	Final exams for undergraduates
April 30—May 3	Senior week
May 3	Commencement rehearsal for undergraduate students. Tickets will be distributed.
May 4	Gratitude Reception – All graduating students, families and guests are invited.
May 5	Champlain College's 134 th Commencement Exercises



PREPARING *for* COMMENCEMENT

WHO IS ELIGIBLE *to* PARTICIPATE?

Students who have completed all of their degree requirements will receive their diplomas and have appropriate academic honors announced at the commencement ceremony. In addition, bachelor's degree students who are within seven credits and associate's degree students who are within four credits of meeting degree requirements may participate in the ceremony as long as they have at least a 2.0 GPA. These non-graduating participants will receive their diplomas and be awarded academic honors only upon successful completion of their remaining academic requirements. Academic honors will not be given to non-graduating participants because these awards are based on students' cumulative grade point averages at the conclusion of their academic programs.

TRANSFERRING CREDITS

If you have recently transferred credits from another institution, please verify with the Advising & Registration staff that we have those credits on record. All transfer credits must be received by 5:00 p.m. on Wednesday, April 25. Call (802) 860-2777 or e-mail arc@champlain.edu.

APPLYING *for* GRADUATION

You must submit an Application for Graduation to begin the review of your eligibility for graduation and to participate in the May commencement ceremony. You may complete this application online by going to <https://my.champlain.edu/>. Log into 'Student section' of WebAdvisor and under 'Additional Resources,' click on the "Application for Graduation" link. Carefully review the information listed on the web form and verify that the spelling of your name is as it should appear on your diploma. Also verify the city and state which should be listed as your hometown on the commencement program. "Sign" and click the submit button.

To submit a paper application, please stop by the Enrollment Service Center in Perry Hall.

GRADUATION CELEBRATION

The Graduation Celebration will take place on Thursday, April 12 from 10:00 a.m. to 6:00 p.m. in the IDX Student Life Center's Fireside Lounge. This is an opportunity for you to take care of all the tasks necessary for graduation: pick up your cap and gown and other commencement information, meet with career service and alumni staff; sign up for senior week activities, order class rings and diploma frames, get student loan exit counseling information.

CAPS & GOWNS

Information for ordering caps and gowns is on the Application for Graduation. The deadline for ordering is February 1. If you have not submitted an Application for Graduation, please do so immediately. Applications are available online in WebAdvisor (see Applying for Graduation on page 5) and at the Enrollment Service Center in Perry Hall.

ANNOUNCEMENTS

You may purchase personalized announcements directly from Balfour. These announcements clearly indicate that you are graduating. They are not a ticket or an invitation to the ceremony. Order forms will be mailed to each student's home address around January 15. Please see the order form for details. You may also order online at www.balfourcollege.com.

TICKETS

Each graduate will receive four tickets. All guests, including children and infants, must have a ticket to attend the commencement ceremony. Due to the limited seating in Memorial Auditorium and the number of graduates participating, no additional tickets will be given for entrance into Memorial Auditorium. The ceremony will be simulcast to the Champlain College Argosy Gymnasium and Alumni Auditorium. Tickets are not required for the simulcast viewing.

REHEARSAL

Rehearsal will take place on Thursday, May 3 from 3–4:30 p.m. in Memorial Auditorium. **Each graduate must attend rehearsal to practice the ceremony and receive tickets.** Admission to the commencement ceremony in the auditorium is by ticket only.

GRATITUDE RECEPTION

A Gratitude Reception for graduates, families and guests will be held Friday, May 4 from 5–6:30 p.m.

COMMENCEMENT CEREMONY

Commencement will begin promptly at 10:00 a.m. on Saturday, May 5 in Memorial Auditorium, which is located at the corner of Main and South Union Streets in Burlington, one block down the hill from Skiff Hall. **Students must arrive no later than 9:00 a.m. for check-in and line-up in the basement of the auditorium.** If you have not checked in by 9:15 a.m., your name will not be announced during the ceremony.

COMMENCEMENT ATTIRE

Please note that it can get warm inside the auditorium, so we recommend wearing cool, lightweight clothing underneath your gown. Black or dark color shoes are recommended. You are requested not to wear shorts, flip-flops or running shoes. Please be careful with high heels, as you will be going up and down steps to the stage.

Please do not bring items such as purses or backpacks. There is no secure place to keep them at the auditorium.

PROFESSIONAL PHOTOGRAPHS

A professional photographer from Grad Images (Fairfield, Iowa) will be at the commencement ceremony. Information and proofs will be mailed to you directly from the company so you can purchase what you like. You are under no obligation to purchase photographs. After the ceremony, you may order online at www.gradimages.com or call (800) 424-3686.

DVDs

DVDs of the ceremony are available for \$25.00 and will be mailed approximately six weeks after the ceremony. Contact graduation@champlain.edu if you would like to order one.



FREQUENTLY ASKED QUESTIONS

WHEN SHOULD WE ARRIVE IN BURLINGTON?

Activities for families begin on Friday, May 4 at 5:00 p.m. with the Gratitude Reception. Commencement Exercises will be held on Saturday, May 5 at 10:00 a.m. Please review the schedule and determine the arrival day and time that works best for you and your family and guests.

WHEN SHOULD WE MAKE HOTEL RESERVATIONS?

This can be a busy time of year in Burlington, so we recommend making reservations as early as possible.

Blocks of rooms have been reserved at area hotels for your convenience and will be held until April 4, 2012, or until they are sold out. To reserve rooms at a special Champlain College rate, contact:

- Courtyard by Marriott, (802) 879-0100
177 Hurricane Lane, Williston. \$109.00
- Doubletree Hotel, (802) 658-0250
1117 Williston Road, South Burlington. \$129.00
- Fairfield Inn by Marriott, (802) 879-8999
2844 St. George Road, Williston. \$89.00
- Green Mountain Suites Hotel, (802) 860-1212 or (866) 337-1616
401 Dorset Street, South Burlington. \$169.00
- Hilton Burlington, (802) 658-6500 or 1-800-HILTONS
60 Battery Street, Burlington. \$169.00 (*There is a two-night minimum stay required to reserve rooms for Saturday night.*)
- Sheraton Burlington Hotel & Conference Center, (802) 865-6600
870 Williston Road, Burlington. \$139.00

Be sure to mention that you are reserving for Champlain's Commencement to receive the discounted rate. For more lodging options, visit champlain.edu/accommodations.



WHERE DO WE PARK?

Several metered city parking lots are near Memorial Auditorium. Parking is also allowed on city streets, unless indicated by No Parking or Residential Parking Only signs. All parking lots on the Champlain College campus are also available.

HOW LONG IS THE CEREMONY?

Commencement will begin promptly at 10:00 a.m. on Saturday, May 5. The main doors will open for guests at 9:00 a.m. The ceremony should conclude by noon. A reception on campus will follow the ceremony. All students, family members, faculty and staff are invited. Light refreshments will be served.



ARE THERE ACCOMMODATIONS FOR
FAMILY MEMBERS WITH SPECIAL NEEDS?

If any guest has special needs (such as wheelchairs or oxygen tanks), please let us know at graduation@champlain.edu in advance so that accommodations may be made. Paramedics will be available on-site throughout the ceremony.

I AM UNABLE TO ATTEND;
WHEN CAN I EXPECT MY DIPLOMA?

If you indicated on your Application for Graduation that you will not attend the ceremonies, you will be able to pick up your diploma in the Student Life Office during the week of May 7, 2012. If you are a December 2011 graduate, your diploma will be mailed to you by the end of February. Any May 2012 diplomas that have not been picked up by May 11 will be mailed. Please check WebAdvisor to verify that we have your correct mailing address.



ADDITIONAL QUESTIONS?

For general questions and information please email graduation@champlain.edu, visit champlain.edu/seniors, or call (802) 860-2703.

Commencement Ceremony

Debbie Urbahn

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Academic Affairs

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Advising & Registration

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Alumni Relations

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Parent Relations

Dannah Beauregard, Parent Relations Director

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E-mail: parentrelations@champlain.edu

Residential Life

Ashley Mikell

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E-mail: reslife@champlain.edu



COMMENCEMENT WEEKEND

SCHEDULE *of* EVENTS

THURSDAY, MAY 3

3:00–4:30 p.m. Commencement Rehearsal

Rehearsal will take place in Memorial Auditorium.
Each graduate must attend rehearsal to practice the
ceremony and receive tickets.

FRIDAY, MAY 4

5:00–6:30 p.m. Gratitude Reception

All graduates, families and guests are invited
to the reception.

SATURDAY, MAY 5

9:00 a.m. Graduates arrive at Memorial Auditorium
for check-in and line-up.

Doors open for guests.

10:00 a.m. Commencement Exercises

A reception on campus will follow the ceremony.
All students, family members, faculty and staff
are invited. Light refreshments will be served.



CHAMPLAIN
COLLEGE

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