



145th Commencement Handbook



2015

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What is GradFest?

Who: All graduation candidates!

What: GradFest 2015—your “one-stop” source for graduation information, services and products

*When: 11:00 a.m. to 4:30 p.m.
Wednesday, February 25, 2015*

*Where: Jordan Student Academic Center
Multipurpose Room*

Why: GradFest is a great way to save time and money preparing for Commencement. Every department you need will be there to answer your questions and confirm that you have met the requirements to graduate.

GradFest 2015

Prepare for Graduation:

- Graduation Candidate
- Plan and Implement Job/Grad School Search (**visit the Career Center**)
- Graduation Application
- Address Confirmation
- Student Financial Services
- Loans—Exit Interview
- Graduating Students Campaign*
- Cap & Gown
- Custom Regalia (Grad/Ph.D)

Commencement Guests

- Housing*
- Brunch*

Photography and Souvenirs

- Commencement Photos*
- Graduation Announcements*
- Official Gallaudet University Ring*
- Order Memorabilia*

Commencement Day

- Regalia
- Ceremony Schedule
- Commencement Brunch
- Photos

After Graduation

- GUAA/Alumni Lifetime Membership*
- Announcement in Home Newspaper
- Graduate School Admissions
- Pick up photo
- Diploma Mailed to Confirmed Address

*** Fee may be involved so bring your checkbook!**



GradFest 2015



Graduation '15 Checklist

Things To Do

- **Get help** finding the right job
- You must submit an *Application for Graduation*.
- **Advisor's signature required**
- **Check with your advisor** to make sure you are on track to graduate.
- **Go to GradFest on February 25th!**
- **Settle your accounts**
Clear your outstanding debts, and pay the graduation fee
- Complete a Student Loan Exit Interview
- **Bank Loans**
Check your bank's website

Where? How?

- Visit the Career Center at JSAC, Room 2221 _____
- Meet with your Career Consultant for assistance with your job search, resume, cover letter writing and feedback _____
- Join the Bison Career Link by visiting their website: www.careercenter.gallaudet.edu _____
- You will continue to have access to career advising and on-campus recruiting services for 12 months after graduation. Visit their table at GradFest for more information. _____
- Visit the Admissions Office table for job opportunities as an admissions recruiter _____
- For more information visit the Registrar's Office: Chapel Hall, Room 101 or via e-mail at: registrar.office@gallaudet.edu _____
- Make an appointment with your Major/Academic Advisor to review your graduation status. _____
- Attend GradFest on February 25th from 11:00 am to 4:30 pm to obtain all the Commencement information you need! _____
- Check your account balance via the online Bison system at: bison.gallaudet.edu _____
- Visit Student Financial Services, College Hall, Room B04 or via e-mail at: student.accounts@gallaudet.edu _____
- Complete online counseling at: <http://nsls.ed.gov> _____
- Visit the Financial Aid Office: Chapel Hall, Rm. G02, or at: financial.aid@gallaudet.edu _____
- Go to Financial Aid table at GradFest _____



GradFest 2015



Graduation '15 Checklist (Continued)

Things To Do

- **International spoken language requests**
- **Visa letters requests for International guests/family**
- Verify your permanent home mailing address where your diploma, official transcript, and tax forms will be mailed. **(This is extremely important. Make sure the correct address is on file.)**

NOTE: Address change and confirmation must be done with both Registrar and Payroll Offices, separately.

- Get your Commencement regalia (cap & gown)

Where? How?

- You can sign up to request during GradFest with Danilo Torres and GIS. _____
- You can sign up to request during GradFest with Danilo Torres. _____
- Contact Registrar's Office to confirm your address on file is correct. _____
To change your address:
- Visit the Registrar's Office to fill out the appropriate forms if your address has changed, or at: <http://registrar.gallaudet.edu> _____
And...
- Verify the Payroll Office has your correct address. _____
- Fill out a "Change of Address Form" for the Payroll Office, College Hall, Room 320, if your address has changed. Access from the web at: http://intranet/af/hrs/personnel_docs/changeaddy.doc _____
- Undergraduates can pick up their regalia at GradFest on February 25th or afterward in the Bison Shop. Your graduation fee covers the cost! _____
- Au.D. and Ph.D. candidates may choose to order custom regalia which will be theirs to keep. _____
 *To purchase see pages 10-11 for more information
- Au.D. and Ph.D. graduates who do not purchase will have their regalia rented by the University. _____
 *Regalia must be returned after Commencement.
- All other Graduate students will receive non-returnable regalia for Commencement and will be able to pick it up at GradFest, on February 25th, or afterward in the Bison Shop. _____



GradFest 2015



Graduation '14 Checklist (Continued)

Things To Do

- Make plans for your family and friends to enjoy the festivities

- **Commencement Tickets**

- **Guest special needs**

- Get Commencement announcements and souvenirs

Where? How?

- **Guest Accommodations:**

- * Kellogg Conference Hotel
(make reservations now!)
- * Dorms
- * Local Hotels
- * For more information on accommodations see page 16

- **Commencement Brunch**

- * Each graduate will be admitted to the Brunch at no cost. However, additional guests will need to pay at the door or they can pre-pay by going to: commencement.brunch@gallaudet.edu. Costs: Guests \$14.50, children 5 years old and under: \$5.25

***For more information see page 22 or email: commencement.brunch@gallaudet.edu**

- Each graduate is guaranteed 6 tickets. You can sign up to request "up to 10 additional" tickets during GradFest.
- For wheelchair seating and information about Commencement go to the President's Office table at GradFest or send email to: commencement@gallaudet.edu.
- For the Hooding Ceremony contact Katie Spiegel at GradFest or afterwards send email to: katherine.spiegel@gallaudet.edu
- Order everything you need to make your graduation memorable! At GradFest order:
 - * Graduation announcements
 - * Official Gallaudet University ring
 - * Graduation memorabilia, diploma frames, etc.
 - * Hooding announcements will be available at GradFest
- Announce your graduation in your hometown newspaper. How? See the Communications & Public Relations table at GradFest, or send e-mail to public.relations@gallaudet.edu.



GradFest 2015



Graduation '15 Checklist (Continued)

After Graduation:

- Stay in touch—be an active Gallaudet Alumni!
- Join the Gallaudet University Alumni Association. Special rate of \$50.00 for lifetime membership available at GradFest. Visit them at their information table. _____

** Can't make it to GradFest? That's okay! This booklet has all the information you need to get ready for graduation.*



GradFest 2015

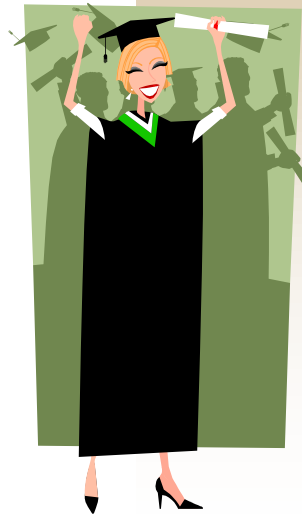


Caps & GOWNS (Undergrads)

Caps and gowns for Commencement are purchased by the University. The regalia may be picked up at GradFest 2015 on February 25th, from 11:00 am to 4:30 pm. To pick-up regalia after that date, go to the Bison Shop, JSAC 1022, from 9:00 am to 4:30 pm, Monday through Friday. Regalia is yours to keep.

Graduating Seniors Outstanding Achievement Award

Each year Gallaudet University gives special honors recognition to graduating seniors who achieve a 3.4 or higher cumulative grade point average (GPA). If your cumulative GPA is between 3.4 to 3.59 you will graduate Cum Laude, between 3.6 to 3.79 Magna Cum Laude, and between 3.8 to 4.0 Summa Cum Laude. Recipients will receive a gold stole, and will have their names and honor awards printed in the Commencement Program Book. Check with Thelma Schroeder (thelma.schroeder@gallaudet.edu) in Academic Advising (SAC 2220), after you receive your grade report, to ensure your name is on the list to receive an award.



GradFest 2015

Caps & Gowns (Grad Students)



Au.D. and Ph.D. candidates may purchase official Gallaudet regalia. Official regalia can be ordered at GradFest or through Jostens at: www.jostens.com. For more information on official regalia please see page 11. If Au.D. and Ph.D. candidates choose not to purchase regalia, it will be rented by the University. Please visit the Bison Shop for your measurements to be taken.

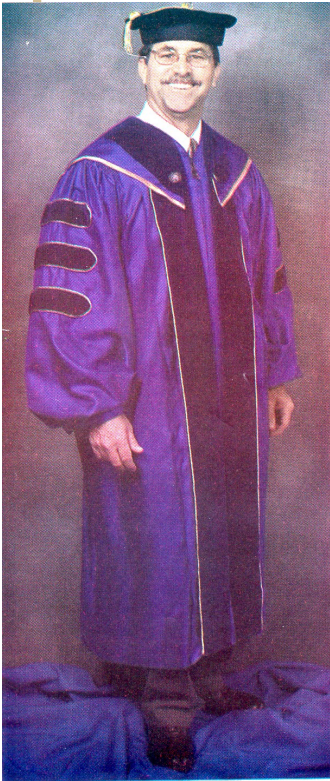
All other Graduate students will receive non-returnable regalia (keepers) which can be picked up at GradFest on February 25th, or afterwards at the Bison Shop.

- Graduate students receive their hoods at the Hooding and Awards Ceremony on Thursday, May 14th.
- Ph.D. students will receive their hood at Commencement on Friday, May 15th.
- Students who purchase custom regalia will keep the regalia along with the hood and medallions.
- Students who use rental regalia will return the regalia after Commencement and the hood



GradFest 2015

Custom Regalia



Official Regalia for purchase.

Authorized by Gallaudet University, this distinctive set of academic regalia may be worn by any person who holds a doctoral level degree from Gallaudet or who is a member of the Board of Trustees.

The gown is made from royal blue chromspun fabric with plush fedelio royal velvet trim down the face of the gown and on the sleeves. The velvet is trimmed in gold bullion piping. The back of the yoke has two pointed pleats that are layered and centered with a decorative braid. These pleats continue over the shoulder and extend the full length of the front of the gown as two fully layered panels. Special tailoring gathers the material to form a bell shaped, satin lined, sleeve with cuff.

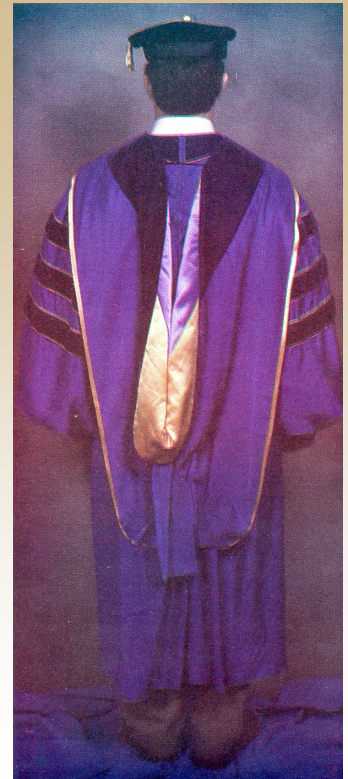
The hood is also very distinctive in that it is separated in the center at the front. It is attached to the gown on either side of the front opening of the gown with two pewter medallions bearing the Gallaudet University seal. The outer shell of the hood is royal blue and gold. Hood for the rented gown is not split and will hang freely around the neck and lay down the back. There are no medallions with the rental hood.

A six-sided tam is the authorized cap. Made of black velvet this cap is adorned with a gold bullion tassel.

You can get measured and order your custom regalia at GradFest on February 25, 2015. The price can be obtained by contacting Jostens.

Inform Paul Blakely, paul.blakely@gallaudet.edu, if you order special regalia and are a doctoral graduate so he can order your hood for you, by no later than April 1st.

***Please note if you order your custom regalia directly from Jostens you will not need to order the hood. The University will purchase the hood for you.**



Official Regalia for purchase.



GradFest 2015

Class Rings, Photos, and Gallaudet Memorabilia

GROUP CLASS PHOTO



The Undergraduate group graduation photo will be taken on Thursday, May 14th, at 11:00 a.m. in front of Chapel Hall (inside if it rains). **Please wear your regalia.**

The Grad/Ph.D. group graduation photo will be taken on Thursday, May 14th, at 2:45 p.m. in front of Chapel Hall (inside if it rains). **Please wear your regalia.**

Cost: \$8.00 per 8" x 10" color photo. Pay at GradFest or on the day of the photo. Pick up your photo after Commencement in the Jordan Student Academic Center Alcove Area, or you can send e-mail to: mcnultyheidi@gmail.com (after May 15th) to get your photos.



GET YOUR OFFICIAL CLASS RING

Order your official Gallaudet University ring from Jostens—prices are based on size, type of ring and gold quality. Jostens offers a no-interest 4-month credit/debit card installment plan, a new extended ring loss protection plan, and a lifetime warranty.

Promotional offer is for a limited time—prices subject to change without notice. Your ring will be shipped directly to you. For more information or to place an order go to: www.jostens.com/college.

****In addition to GradFest, Jostens will be coming to campus on April 2nd for a ring sales event from 11 a.m.—3 p.m. outside of the Bison Shop in JSAC.***

SHOW YOUR GALLAUDET PRIDE



Gallaudet gifts, souvenirs and personalized clothing are available at the Bison Shop. Purchase items online at bookstore.gallaudet.edu.

Flowers will be sold outside of the Field House. Purchase flowers to present to relatives, friends, or anyone who gave you support through your college experience. Make them feel special by presenting them with a beautiful rose or other flowers that are available.



GradFest 2015



Gallaudet University GRADFEST 2015 – FEB. 25th

Attention “Gallaudet University Class of 2015” Graduates!

Dear Potential Graduate:

The time you have anxiously anticipated, your graduation day, is quickly approaching. To help you commemorate and recognize your accomplishment, Jostens will have a representative on campus on the following date to assist you with ordering your graduation announcements and your class ring:

Date: Wednesday, February 25th

Time: 11:00 A.M. to 5 P.M.

Place: JSAC Multipurpose Room

Save by Purchasing a Package!!!

Basic Package \$79.80

25 Personalized Announcements
25 Custom Seal Note Cards
25 Etiquette Seals
30 Return Address Labels

Graduate Package \$98.00

25 Personalized Announcements
25 Custom Seal Note Cards
25 Etiquette Seals
30 Return Address Labels
1 Certificate of Appreciation
with Presentation Covers
*Order this package and your
25 Announcement Inserts are free!

A la Carte Items

Personalized Announcements (package of 25) \$53.95
Additional Packs of 5 (after first package of 25) \$10.79
Custom Seal Note Cards (package of 25) \$14.50
Year Date Etiquette Seals (package of 25) \$6.25
Return Address Labels (package of 30) \$7.35
Certificate of Appreciation with Presentation Cover \$19.95
Thank You Notes (package of 25) \$12.95

Traditional Graduation Announcements

Traditional Announcements (package of 10) \$11.20
Name Cards (package of 50) \$12.25
Thank You Notes (package of 25) \$12.95

Gallaudet and Jostens offer two convenient ways to place your announcement order:

- Shop for your announcements online at any time: www.jostens.com/college.
- Place your order by phone: 1-800-854-7464 during business hours.

All major credit/debit cards accepted.

\$9.95 shipping and handling, and sales tax for the state you are shipping to, will be added to the above prices.

Announcements are shipped directly to you and all include formal double envelopes.



1-800-854-7464 • www.jostens.com/college



GradFest 2015

Be A Local Star!



Press Release

Gallaudet will put the announcement of your graduation in your hometown newspaper. Come to GradFest prepared with the name of your hometown newspaper, hometown address, your major and degree, parents' names, honors you received at Gallaudet, and any short biographical information you'd like to have included. Give this information to a staff member at the University Communications office table during GradFest, or after the event send e-mail to: public.relations@gallaudet.edu. Gallaudet reserves the right to edit for length.

Commencement Memories

Video Services will provide you with the opportunity to order a Commencement DVD charges will be billed to customer. You can place your order by visiting them at their information table during GradFest, or afterwards via e-mail at: gary.brooks@gallaudet.edu.



GradFest 2015

11th

Monday
May 11
2015

9:30 am –4:30 pm

Commencement Tickets
Available at Campus Activities

12th

Tuesday
May 12
2015

9:30 am –4:30 pm

Commencement Tickets
Available at Campus Activities

13th

Wednesday
May 13
2015

9:30 am –4:30 pm

Commencement Tickets
Available at Campus Activities

14th

Thursday
May 14
2015

9~11am Rehearsal Field House: All Graduates

9:30 am ~ 4:30 pm Commencement Tickets
available at Campus Activities

11am Senior Photo: Front of Chapel Hall

2:45 pm Group Photo: Front of Chapel Hall by
photographer

3:30 pm Line-up for Hooding & Awards Ceremony (Grad
and PHD graduates only)

4:00 pm Hooding Ceremony - Field House

15th

COMMENCEMENT DAY

Friday
May 15
2015

8:00-12 noon Brunch—Hanson Plaza Dining Hall

9:00-11:00 am Commencement Tickets—Campus Activities

12:15 pm Line-up for Ceremony—Front of Chapel Hall

12:45 pm Faculty Line-up—Field House Dance Studio

1:00 pm The President, University Officials, Trustees and Dignitaries
Will Line-up in Rooms 141-142 in the Field House

1:15 pm The Processional Begins. Guests Should Be Seated.



GradFest 2015

Guest Housing & Accommodations Make Reservations Early!

Dormitory Housing

Friends and family may stay in guest housing with the Residence Life Office. Graduating students can reserve rooms during GradFest '15. First make payment at the Cashier's table then bring the receipt along with a completed reservation form to the Housing table to confirm reservations. Reservations can also be made by completing the reservation form and sending it to the Residence Life Office, Ely Center, Room 132, along with a check (see reservation form on page 19).

Local Hotel Information

Courtyard Marriott

1325 2nd Street, NE
Washington, DC 20002
202-898-4000

Holiday Inn on The Hill

415 New Jersey Avenue NW
Washington, DC 20001
202-638-1616

Hyatt Place Washington

33 New York Avenue, NE
Washington, DC 20002
202-289-5593
Email: brenna.griffin@hyatt.com

Hyatt Regency

400 New Jersey Avenue NW
Washington, DC 20001
202-737-1234

Kellogg Conference Hotel

Gallaudet University Campus
800 Florida Avenue, NE
Washington, DC 20002
202-651-6000

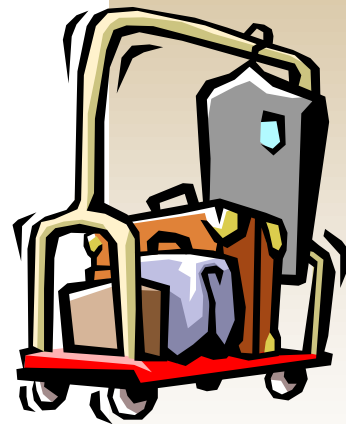
Phoenix Park Hotel

520 North Capitol Street NW
Washington, DC 20001
202-638-6900

The Jefferson Hotel

**Contact the hotel to find out if they offer a special nightly rate for Gallaudet graduates and families.*

1200 16th Street, NW
Washington, DC 20036
Phone: 202-448-2300



***Rooms book-up quickly and rates are subject to change, so make reservations early!**

** Hotel information is provided as a courtesy and those listed are located in close proximity to the University. Please contact the hotel directly to inquire about specific graduation rates.*



GradFest 2015

Memorandum

TO: 2015 Graduating Students
FROM: Susan Hanrahan, Director of Residence Life and Housing
RE: 2015 Commencement Housing

Gallaudet University will hold its 146th Commencement on Friday, May 15, 2015 in the Field House. We hope your family and friends will be able to attend this special celebration. Arrangements for housing during Commencement will be handled by the Office of Residence Life and Housing at Ely 132. The 2015 GradFest is set for Wednesday, February 25th in the JSAC Sprint Multipurpose Room from 11:00 a.m. until 4:30 p.m. You may also choose to stay at the Kellogg Conference Hotel at Gallaudet University (KCHGU). To make reservations at KCHGU, you can call [\(202\)651-6000](tel:(202)651-6000) (V/TTY).

Graduating students may reserve on-campus housing for family members and friends from Wednesday, May 13 through Friday night, May 15 (departing at 12:00 Noon, Saturday, May 16th). The cost will be \$40.00 for each person, per night for guests who are 13 years or older. The rooms/suite will occupy either 1, 2, or 4 person(s). Linens will be included. Reservations will be on a first-come, first-serve basis.

More information on Commencement Housing can be found at www.gallaudet.edu/reslife/commencement.html.

Procedures at the 2015 GradFest are as follows:

- When reserving room(s) for family and friends, students can stop by the Housing information table to confirm reservations. For those who will not be able to attend the 2015 GradFest, you can complete the reservation form online at www.gallaudet.edu/reslife/commencement.html or you may send your reservation form (attached) to the Office of Residence Life and Housing at 800 Florida Avenue NE, Washington, DC 20002. If you wish to pay by credit/debit card, we will send you an e-mail with online payment instructions when we receive your reservation form. If you wish to pay by money order, payable to Gallaudet University, please retrieve the final total from our office prior to sending the money order. Cash is accepted in person only. All reservation forms and full payments must be submitted by May 1, 2015 to receive confirmations on room reservations.

(CONTINUED ON NEXT PAGE)



GradFest 2015

Memorandum ~ 2015 Commencement Housing

- Guests will not be permitted to check-in before 10am on Wednesday, May 13th and must check-out no later than 12:00 Noon, Saturday, May 16th. Permission for early arrival will not be granted.
- Keys, access cards, linens, towels, blankets, and pillows will be issued when guests check into their assigned residence hall. Other personal articles such as soap, washcloths and toiletries are the responsibility of the guests. Guests will not be given a key without a reservation.
- No refunds for room reservations will be given for late arrivals, early departures or cancellations. There is a cancellation fee of \$25.00 per room/suite if cancellations are made after May 1, 2015.
- Graduating students may continue to stay in their present quarters until 12:00 Noon, Saturday, May 16th. Students may accommodate their guest(s), space permitting, in their suites at the same charge per person. There will be no charge for children under the age of twelve (12).
- Notifications of assignments will be communicated to the contact persons via e-mail on Tuesday, May 12th.

Graduating students and their guests are invited to the Commencement Brunch. Commencement Brunch will be served in the Hanson Plaza Dining Hall, on Friday, May 15th from 8:00 a.m. to 12:00 noon. Graduating students will be admitted at no cost; family members and other guests may pay at the door. For more information, contact Bon Appetit at: commencement.brunch@gallaudet.edu.



GradFest 2015



COMMENCEMENT HOUSING 2015 REGISTRATION FORM

ARRIVAL/DEPARTURE INFORMATION: (please print clearly) Reservation Number (office use only): _____

Arrival Date:	Departure Date:	Total nights:
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CONTACT INFORMATION: (please print clearly)

First Name:		Last Name:	
Address:		E-mail:	
City:		Phone:	<input type="checkbox"/> Voice <input type="checkbox"/> TTY <input type="checkbox"/> VP
State:	Zip:	Country:	
Total number of adults:		Total number of children (12 & under free):	

Name of graduating student(s):

COMMENCEMENT HOUSING RATES: \$40.00 per night for each person (Age 13 and up). Linens are included.
(No charge for graduating students.) We reserve the right to adjust the prices at any time.

VISITORS' NAMES: (including yourself if applicable)

Office use only

First Name	Last Name	Sex	Age	Cost	RH	Room
		<input type="checkbox"/> M <input type="checkbox"/> F				
		<input type="checkbox"/> M <input type="checkbox"/> F				
		<input type="checkbox"/> M <input type="checkbox"/> F				
		<input type="checkbox"/> M <input type="checkbox"/> F				
		<input type="checkbox"/> M <input type="checkbox"/> F				
		<input type="checkbox"/> M <input type="checkbox"/> F				
		<input type="checkbox"/> M <input type="checkbox"/> F				
		<input type="checkbox"/> M <input type="checkbox"/> F				
		<input type="checkbox"/> M <input type="checkbox"/> F				

TOTAL COST: \$ _____

SPECIAL HOUSING ACCOMMODATIONS: (For medical/disability needs, select all that apply)

<input type="checkbox"/> Bathtub	<input type="checkbox"/> Wheelchair accessible	<input type="checkbox"/> Shower rails	<input type="checkbox"/> Lower floors	<input type="checkbox"/> Other: _____
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PAYMENT INFORMATION: (Payments must be received prior to retrieving housing assignments. Visa, MasterCard, and Discover credit cards and money orders (Payable to Gallaudet University) are accepted.) Further instructions regarding payments will be provided once Commencement Housing Registration form has been received.

Payment Preference: <input type="checkbox"/> Cash <input type="checkbox"/> Money Order <input type="checkbox"/> Credit/Debit Card
Name of person responsible for billing:
Contact Information: <input type="checkbox"/> E-mail <input type="checkbox"/> Phone <input type="checkbox"/> VP <input type="checkbox"/> Fax

IMPORTANT NOTICE: Deadline to submit Commencement Housing form with payment is May 1, 2015 at 5pm.
Cancellations made after May 1, 2015 will impose a cancellation fee of \$25.00 per room/suite deducted from the balance refunded to you. No refunds for room reservations will be given for late arrivals or early departures.

(202) 651-5255 (V/TTY) • (202) 651-5757 (FAX) • (202) 250-2002 (VP)
VISITOR.HOUSING@gallaudet.edu • Residence Life & Housing, 800 Florida Ave NE, Washington, DC 20002



GradFest 2015

2015 Commencement Housing FAQs

When can I reserve rooms for commencement? We are accepting requests on a first come, first serve basis from now until May 1, 2015.

Do you offer a group rate? No, we do not offer any group rate. The charges will be based on the number of people who registered as visitors.

Is there a limited number of commencement guests? No, but each person must be assigned to a bed in each room/suite except children who are 2 years old or younger.

Can we stay with the graduating student in a suite? If there are available beds in the suite, then this is possible.

Can I register my child(ren)? Yes, you can. All families with children will be assigned to Carlin Hall, Clerc Hall and LLRH6 due to private bathrooms being available. There will be no charge for children under the age of twelve (12).

Will I get a suite with private bathroom? Yes, all commencement guests will be assigned to Carlin Hall, Clerc Hall and LLRH6. If there's an overflow on requests, then assignments will be made in the residence hall(s) where only community bathrooms are available.

Will linens be provided? Linens are included in the cost for the visit. Linens include pillow, pillowcase, two sheets, blanket and a towel. However, they will not be exchanged on a daily basis.

What amenities are included in the room? There are suites with 2 to 4 twin-sized beds, desks, chairs, closets, dressers, night stands. We do not provide microwaves, refrigerators, hangers, hair dryers, irons or ironing boards. TVs are available for use in the lobby areas.

Can I choose a specific residence hall? Guests will be assigned to specific residence hall(s) according to availability of the suites/rooms along with the needs of each group.

Do you have special housing accommodations for guests with medical or disability needs? Yes, we do. Please be sure to let us know what type of needs you need on the Commencement Housing form. The accommodations include, but are not limited to, suites with bathtubs, wheelchair accessible rooms, showers with railings and being assigned to lower floors.

What payment methods do you accept? We accept credit/debit cards (Visa, MasterCard, and Discover), money orders and cash (in person only). If you prefer to pay with money order or cash, payments must be received by Residence Life Office by May 1, 2015 or room assignments will not be given until payments are received. Money orders can be mailed to us with the Commencement Housing form at Office of Residence Life and Housing, 800 Florida Avenue NE, Washington, DC 20002.

When will the charges be made on the credit/debit cards? You will receive an email from our office with online payment information if you wish to pay online. In order to be guaranteed a room(s) in our residence halls, all Commencement Housing forms must include payments made in full. All charges made by debit/credit cards will be made immediately when payments are made online.



GradFest 2015

2015 Commencement Housing FAQs (Continued)

Is there a cancellation fee? Yes, if you choose to cancel your request for Commencement Housing any time after May 1, 2015, the cancellation fee is \$25.00 per room/suite and it will be deducted from your form of payment. The remaining balance will be refunded to you at the address as indicated on the Commencement Housing form. No refunds for room reservations will be given for late arrivals or early departures.

When can I check in? Graduating students: You can check in after 10am on Monday, May 11, 2015. Commencement guests: You can check in after 10am on Wednesday, May 13, 2015. *No early arrivals will be granted.*

How long can I stay? Graduating students: You can check in after 10am on Monday, May 11, and check out before noon on Saturday, May 16, 2015. Graduating students can receive free housing if they do not commute to Gallaudet for the Spring 2015 semester. Commencement guests: You can check in after 10am on Wednesday, May 13, and check out before noon on Saturday, May 16, 2015.

What if I lose my room key and/or Access card? You can report the lost key/Access card to the residence hall office and a replacement will be given to you. The cost of replacement would be \$50.00 for the lost key and \$25.00 for the Access card. Payments for the replacement(s) must be made and paid upfront prior to getting a replacement(s).

Where can I get my meals on campus? The MarketPlace in the Student Union Building will be open for breakfast and lunch. The cafeteria is open for breakfast, lunch, and dinner. You can purchase your meals with cash or credit/debit cards. There are also a variety of local restaurants that are within walking distance.

Where can I get a parking pass? Parking passes can be purchased at the Department of Public Safety office. To inquire more about rates, they can be reached at dps.parking@gallaudet.edu.

Am I allowed to bring my dog(s)? No, Gallaudet University does not allow any kind of pets inside the building unless it is a service dog. According to the handbook, visitors with service animals may bring their service animals on campus without formally registering the animals, but are responsible for ensuring that their service animals have up-to-date immunizations and vaccines in compliance with District of Columbia vaccination requirements at the time of their campus visits.

What am I *NOT* allowed to bring in the residence hall? According to the University Handbook, underage drinking, drugs, electric heater or any other items that do not meet the required UV safety and weapons are not allowed.

Will I be able to access the Internet? Yes. You will find the guidelines on how to get access to the Internet in your Visitor Housing folder upon check-in.

For more information on Gallaudet University's policies, you can browse this link:

http://www.gallaudet.edu/student_affairs/student_handbook/residence_hall_policies.html

Who do I contact if I have further questions? Please feel free to contact us via email at Visitor.Housing@gallaudet.edu or via phone/VP at 202.250.2002. We are open on Mondays-Fridays from 9am to 5pm.



GradFest 2015

Gallaudet University
Plaza Dining Commencement Brunch

Friday May 15th 2015
8:30 AM – 12:00 pm

\$15.50 for Adults, \$6.95 for Children 7 and Under

For prepayment information please email
commencement.brunch@gallaudet.edu

carvery

wild salmon cakes
maryland style crab cakes
carved roast beef
crispy bacon
legacy manor farms pork sausage links
turkey sausage

continental bar

assorted seasonal sliced fruit
low fat cottage cheese
pequea valley farms yogurt
assorted bagels
assorted pastries
assorted breakfast breads
assorted spreads, jellies and preserves

wild fire station

house made crepes
house made waffles
hazelnut chocolate sauce
baked cinnamon apples
fresh sliced strawberries
fresh sliced pineapple
fresh sliced bananas
shredded coconut
powdered sugar

greens

in house cured wild salmon lox
fruit and berry salad
waldorf salad
assorted lettuces and salad toppings
house made dressings

global omelets

with assorted toppings

focacciano

breakfast pizzettas
customize your own mini brunch pizza
with assorted toppings

cucina verde station

fluffy scrambled eggs
cage free hard boiled eggs
breakfast potatoes

farm to fork

bruschetta bar

desserts

petite assorted fruit pies
house made caramel flan
double chocolate brownies
assorted petite cookies
vegan chocolate mousse
assorted ice creams

beverages

assorted seasonal agua frescas
fresh brewed iced teas

fresh juice and smoothie bar

assorted fruits
assorted vegetables
pequea valley farms yogurt

BON APPÉTIT
MANAGEMENT COMPANY
food services for a sustainable future



GradFest 2015

Frequently Asked Questions ?

GRADFEST

Should I bring my check book to GradFest? *Yes, if you want to obtain an Alumni membership, purchase memorabilia, or photos you will have the opportunity at GradFest.*

Do I have to pay for my cap & gown? *Au.D. and Ph.D. graduates will have the option of purchasing custom regalia to keep. Otherwise the University will cover the cost of rentals for Au.D. and Ph.D. students. The University will also pay for the non-returnable regalia for other Graduate students. See pages 10 and 11 for more information.*

Is there a difference in the look of the custom vs. rented regalia? *Yes, the custom regalia is custom tailored for the individual. It has a split hood which will be buttoned on with Gallaudet medallions. It has decorative features not included on the rental regalia. The rental regalia does not include decorative features and the hood drapes around the neck freely. See page 11 for more information. Samples will be available at GradFest.*

COMMENCEMENT

How many tickets can I get for Commencement? *Seating in the Field House is limited. Each graduate will receive 6 tickets for non-reserved seating in the Field House. Tickets can be picked up at the Campus Activities Office during the week of May 11-15th. Overflow seating will be available in the Jordan Student Academic Center, Multimedia Theater, Room 1011 where the ceremony can be viewed on television monitors with captioning. No tickets are required for overflow seating.*

Can I get “additional” tickets for Commencement? *You can sign up to request an additional 6 tickets for Commencement. After GradFest, you can go online to request more tickets at commencement@gallaudet.edu.*

If I don't need 6 tickets can I give my tickets to another student? *Yes, each student is entitled to 6 tickets. If you know you will not use all your tickets you can also give them back to the Campus Activities Office so that we will have an accurate attendee count.*

When and where do I pick up my cap & gown for Commencement? *Non-returnable regalia may be picked up at GradFest'15 on February 25th, from 11:00 am to 4:30 pm. To pick-up regalia after that date, go to the Bison Shop, JSAC 1022, from 9:00 am to 4:30 pm Monday through Friday.*

When will I receive the custom regalia that I ordered? *Custom regalia will be mailed directly to you from Jostens. All orders for custom regalia must be made by the Jostens timeline (more information at: www.jostens.com/college or 1-800-854-7464) for you to receive it in time for Commencement.*

Continued on next page



GradFest 2015

Frequently Asked Questions ?

COMMENCEMENT *continued*

What time can my family arrive at the Field House? *The Field House doors will open at 12:15 p.m.*

How do I request International—spoken language interpreting requests? *You can sign up to make requests at GradFest with Danilo Torres and GIS. After GradFest, you can contact Yinka at: rsia@gallaudet.edu, or GIS at gisconfirmations@gallaudet.edu.*

How can I make Visa letter requests for International guests/family? *You can sign up to make requests at GradFest with Danilo Torres. After GradFest, you can contact Yinka at rsia@gallaudet.edu.*

Are there assigned seats? *No. Guests will be seated in the bleachers.*

Suppose my guest is in a wheelchair or cannot climb bleachers or has special needs? *Inform the President's Office at GradFest or by email to commencement@gallaudet.edu no later than May 1, 2015. Special arrangements will be made for guests with special needs along with one companion, if advance notice is given to allow for accommodations.*

Suppose unexpected family & friends come to Commencement, will they be able to attend? *Overflow seating will be available in the Jordan Student Academic Center, Multimedia Theater, Room 1011, where the ceremony can be viewed on television monitors with captioning. No tickets are required.*

Will there be refreshments after Commencement? *Yes, the University will provide a reception in honor of the graduates, their families, friends, faculty and staff in the Jordan Student Academic Center immediately following the Commencement Ceremony.*

Will there be any arrangements for childcare? *No, we do not have services available.*



Frequently Asked Questions ?

COMMENCEMENT *continued*

AFTER GRADUATION

What services are available to alumni? *Career services are available to alumni within the first twelve months following graduation. Contact the Career Center at: 202-651-5355 (TTY/V) or visit their website: www.careercenter.gallaudet.edu.*

When will I get my Diploma? *Diplomas and one official copy of your transcript will be mailed, after Commencement, to students who have completed graduation requirements as of May 2015 and paid all their outstanding debts.*

Students, who complete degree requirements as of August 2015, will receive their diplomas around April 2016 via mail. Confirm your mailing address with the Registrar's Office before Commencement.

NOTE: *University policy states that the University will not release diplomas or transcripts to students with any outstanding debt. Please clear your student account before graduation.*



GradFest Contact Information

Academic Advising

202-651-5355

academic.advising@gallaudet.edu

Alumni Association

202-651-5060 T/V

alumni.relations@gallaudet.edu

Bison Shop

202-651-5876 T, 5271 V

bookstore.office@gallaudet.edu

Bon Appetit

commencement.brunch@gallaudet.edu

Residence Life & Housing Office

202-651-5611 T, 5255 V

campus.housing@gallaudet.edu

Career Center

202-651-5240 V

career.center@gallaudet.edu

Cashier's Office

202-651-5292 T/V

cashier.office@gallaudet.edu

Photography

Heidi McNulty

mcnultyheidi@gmail.com

Financial Aid Office

202-651-5290 T/V

Gallaudet Interpreting Services (GIS)

matthew.terry@gallaudet.edu

Graduate School

202-651-5520 T/V

katherine.spiegel@gallaudet.edu

International Affairs

rsia@gallaudet.edu

President's Office

202-651-5005 T/V

commencement@gallaudet.edu

University Communications

202-651-5050 T/V

202-651-5704 Fax

public.relations@gallaudet.edu

Registrar's Office

202-651-5393 T/V

202-651-5182 Fax

registrar.office@gallaudet.edu

Student Financial Services

202-651-5447 T, 5145 V

student.accounts@gallaudet.edu

Video Services

202-651-5115 T/V

gary.brooks@gallaudet.edu

GradFest 2015

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