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Welcome

Dear Lakeland College Student:

Our records indicate that you may be eligible to participate in the annual baccalaureate and commencement ceremonies on May 8. Approximately 870 students will be recognized at this year's graduation events on the Lakeland College campus. Lakeland is very proud of all of its graduating seniors. Our hope is that you will plan to participate in the ceremonies this year just as so many Lakeland graduates have in the past.

Commencement celebrates not only the achievements of our on-campus day students but also those of our Kellett School students as well. Students from all of Lakeland's programs and their families have found the activities of graduation weekend to be a festive means of celebrating this very important milestone in their lives.

This booklet has been prepared to provide you with all of the information you will need to prepare for and attend Lakeland's commencement celebration. If there are questions we have not responded to or if your graduation plans have changed, please feel free to contact a member of my staff or me at 920-565-1216 or 800-569-2166.

Very truly yours,


Susan A. Gould
Registrar

Schedule of Activities

March 11, 2011

Deadline to return forms in order to participate in commencement and to order your cap and gown.

April 22, 2011

Deadline to register for Graduation Celebration Banquet

Monday through Thursday; May 2-5:

8:00 a.m. to 6:00 p.m. Caps and gowns may be picked up at the Campus Shop in the Laun Center.

Friday, May 6:

8:00 a.m. to 5:00 p.m. Caps and gowns may be picked up at the Campus Shop in the Laun Center.

Saturday, May 7:

11:00 a.m. to 5:00 p.m. Caps and gowns may be picked up at the Campus Shop in the Laun Center.

2:00 p.m. Rehearsal for graduates in the Wehr Center.

5:00 p.m. **Graduation Celebration Banquet reception, Wehr Center**

6:30 p.m. **Graduation Celebration Banquet, Wehr Center**

(Invitations will be mailed; you must RSVP by April 22 to attend.)

Sunday, May 8:

9:00 a.m. to 10:00 a.m. Continental Breakfast (\$4.50 for guests) in Bossard Hall, Campus Center

9:00 a.m. to 1:00 p.m. Caps and gowns may be picked up at the Campus Shop (open until 5 p.m.)

10:00 a.m. Bachelor's and master's degree candidates gather for baccalaureate in Old Main Hall.

10:30 a.m. **Baccalaureate Service** in the Bradley Building

11:00 a.m. to 1:00 p.m. Luncheon Buffet (Guests ages 12 and over, \$8.00; guests ages 5-11, \$5.50.) in Bossard Hall of the Campus Center.

1:15 p.m. Bachelor's degree candidates gather in the Bradley Building and master's degree candidates gather in the Chase Building to line up for Commencement.

2:00 p.m. **Commencement Ceremony** in the Wehr Center.

4:00 p.m. **Reception, Campus Center**

Graduation Celebration Banquet

Saturday, May 7

Reception: 5:00 p.m., Wehr Center

Dinner: 6:30 p.m., Wehr Center

Graduates, no charge; guests, \$15 per person

On Saturday, May 7, the Lakeland College Alumni Association will honor graduates and their families. The evening begins with a reception, where you can mingle with family, friends, faculty, and staff. A gourmet dinner follows.

You will be receiving a formal invitation to this event under separate cover. Please mark your calendar and join us in celebrating your achievements! For more information about the banquet, please contact Lisa Vihos, Director of Alumni Relations, at (920) 565-1295 or vihoslb@lakeland.edu.

Advance registration is required for this event. Please respond by Friday, April 22. Seating is limited.

Please note that responding to the banquet invitation does not reserve a spot for you in the commencement ceremony on May 8. A separate form, located in the center section of this booklet, must be filled out and returned by Friday, March 11.

Baccalaureate

Rejoice, give thanks and sing! Graduates and their guests are invited to join us on Sunday morning for our annual baccalaureate worship service. This is a Christian ecumenical worship service at which the graduates and faculty are the featured guests. The service begins at 10:30 a.m. in the Bradley Building. Family and friends are invited to participate in this celebratory worship service.

The following information will help you understand the details of the baccalaureate service:

By 10:00 Sunday morning, please report to Old Main Hall, Room 11, 12, 13, or 14. Once inside the building, you will see signs directing you to the appropriate room. An honor marshal will assist you in donning your cap, gown, and hood, and help you in finding your place in the lines of march.

Upon receiving the signal from the commencement marshal at approximately 10:25 a.m., you will be led by the line marshals into the hallway, and out of Old Main Hall to form the procession to the reserved seats in the Bradley Auditorium. When the procession passes the west door of the Verhulst Building, the faculty, and the platform participants will join the lines of march to the Bradley Building. All participants should walk slowly and in a dignified manner. A distance of 8 feet (4 steps) should be maintained between pairs while in the procession.

Upon arrival at the auditorium you will be directed by the line marshals to your assigned seat. When you are in front of your seat, turn and face the rear of the auditorium and follow with your eyes the faculty, who will sit in front of you. Then, the platform participants will enter, move down the aisle, and take their places on the platform. Turn toward the stage and remain standing until after the invocation.

Mortar boards (caps) are to be worn during the procession and the recession; men are to remove them for the invocation, prayers, and the benediction, and may remove them at other times at their option. When in doubt, follow the example of the president.

Immediately after the benediction, the recessional will begin. Don your mortar board and follow with your eyes and body the movement of the platform participants and faculty as they exit the auditorium. Then, as directed by your line marshal, exit the auditorium and the building through the back (north) doors. You may then break ranks.

Commencement

The commencement exercises are a celebration of the time, effort, and energy you have invested in your college education. It is a joyous occasion to be shared with your family and friends and all members of the Lakeland community. The ceremony begins promptly at 2:00 p.m. and is held in the main gymnasium of the Wehr Center. **Bachelor's degree candidates meet in the Bradley Building and master's degree candidates meet in the Chase Building by 1:15 p.m. (See page 9.)**

Caps and Gowns

Academic attire must be purchased from the Campus Shop and will be ordered for all participating graduates. The cap, gown, hood, tassel and any honor cords you have earned will be yours to keep! The cost for bachelor's degree recipients is \$51.00. For master's graduates, the cost is \$54.00.

Complete the enclosed Commencement Response form and return to the address indicated on the form by March 11. Orders after this

date will be subject to a late fee of \$10. There are no refunds. Order forms are also available online at my.lakeland.edu. Contact the Campus Shop at **(800) 438-8398** with questions.

Your hood lining and tassel color are designated by your major.

Your cap, gown, and hood can be picked up in the Campus Shop during commencement week. Please refer to the Schedule of Activities for store hours. We strongly encourage you to pick up your attire with enough time to iron your gown. *(A limited number of irons will be available in the Campus Center on May 8.)*

Graduates who are not attending the ceremony but wish to purchase a tassel may do so for \$5.00, plus \$5.95 shipping and handling.

Please do not return your academic attire to the Campus Shop, as it is yours to keep.

For more information, contact Deb Hausler in the Campus Shop at 800-438-8398 or email 0305mgr@fhcg.follett.com.

If you are receiving academic honors, your honor cords will be given to you by the honor marshals when you assemble prior to baccalaureate or commencement. **A student must have completed a minimum of 60 credits through Lakeland College to be eligible to graduate with honors.**

Graduation honors based on Lakeland College credits only:

Summa cum laude (3.8 to 4.0 grade point average)

Magna cum laude (3.6 to 3.79 grade point average)

Cum laude (3.5 to 3.59 grade point average)

Students who will graduate with honors will receive their honor cords on Sunday. Honor cords will be available in Old Main Hall (before baccalaureate) and in the Bradley Building (before commencement). Registrar's office staff members will be on hand to answer questions.

There is no honors recognition for master's degree candidates.

The Campus Shop

Class rings by Jostens and diploma frames by Framing Success are available through the Campus Shop. Stop in or call 800-438-8398 and they will send you a brochure.

For more information, contact Deb Hausler in the Campus Shop at 800-438-8398 or email 0305mgr@fhcg.follett.com.

The Campus Shop hours during commencement weekend will be as follows: Monday -Thursday, 8 a.m.- 6 p.m.; Friday, 8:00 a.m.- 5 p.m.; Saturday, 11 a.m.-5:00 p.m.; Sunday, 9:00 a.m.- 5:00 p.m.

Tickets and Seating

All guests who wish to attend the live commencement ceremony in the Wehr Center's main gymnasium must have a ticket to be admitted. Honor marshals will be taking tickets at the door. Each participating graduate will be mailed **four tickets** to give to his/her guests for seating in the Wehr Center's main gymnasium. This seating is located on the main floor, immediately behind the graduates, and in the bleachers. The bleacher seats offer the best view of the ceremony.

Graduates who need more than four tickets should turn to page 14 of this handbook for instructions on how to obtain additional tickets.

Graduates who do not need four tickets and have extras should do one of the following: day program students can return their extra tickets to Debra Fale at the Nash Center or give them to another graduating student. Kellett School students should return extra tickets to one of the Kellett School Centers.

The commencement ceremony will be broadcast live on a large screen in the Woltzen Gymnasium in the Wehr Center. Tickets will **not** be required for entry into the Woltzen Gym. Guests who do not have a ticket and/or who have small children in a stroller or car seat will be directed to watch the ceremony in the Woltzen Gym.

The Wehr Center will be open at 12:00 p.m. If there are any extra tickets, these will be available in the Wehr Center lobby at this time. Please encourage your guests to be seated by 1:45 p.m.

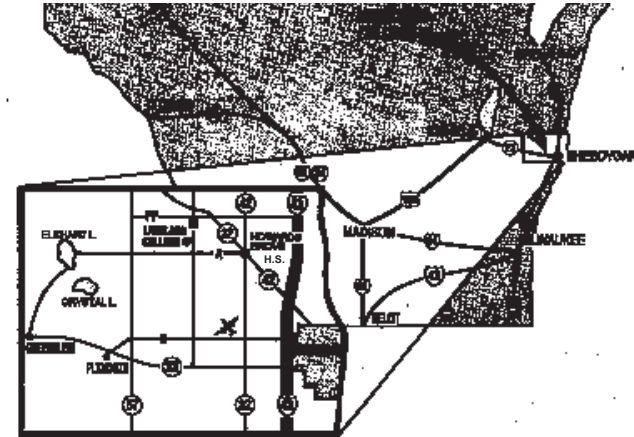
Parking/Shuttle Buses

Parking on campus for baccalaureate and commencement will be at a premium. We expect that there will be no on-campus parking available after 11:00 a.m. on Sunday. Therefore, we have made arrangements with Howards Grove High School for all Lakeland commencement participants and guests to use their large parking lot. We will have shuttle buses running from the parking area to the campus every 10 to 15 minutes, from 11:00 a.m. until 2:00 p.m. These shuttle buses will then return guests to the high school parking lot after the commencement ceremony and post-commencement festivities.

If you plan to arrive at the College after 11:00 a.m., do not drive to the campus but, instead, go directly to Howards Grove High School.

(Handicapped parking will be available on campus, immediately adjacent to the Wehr Center, for all properly identified vehicles.)

The high school is located about 3 miles from campus on the west side



of Highway 42, just east and south of County Highway A. Please refer to the map above for directions.

For more information, contact Karen Westley at 920-565-1512 or westleykm@lakeland.edu.

First Aid and Wheelchairs

A reserved area is available for guests in-wheelchairs. The College will have a limited number of wheelchairs on hand for emergency purposes. Please ask honor marshals in the Wehr Center for directions. First aid services, provided by Plymouth EMTs, will be present during the commencement exercises. If it is a warm day, guests should be mindful that it can become very warm in the Wehr Center during the commencement ceremony. Guests are encouraged to dress for both the event and the weather.

Ceremony Rehearsal

Attending Saturday's 2:00 p.m. commencement ceremony rehearsal is strongly encouraged. If you are unable to attend, please seek the counsel of and/or follow the example of someone who did. Also, your line marshals and the commencement marshal will be signaling moves, so be alert to instructions from them.

The Ceremony

Please assemble Sunday in full cap and gown **no later than** 1:15 p.m. at the Bradley Building (bachelor's degree candidates) or the Chase Building (master's degree candidates). The line-ups will be alphabetical according to last names. Detailed instructions will be available at Saturday's 2:00 p.m. rehearsal. Honor marshals will be available to assist you in donning your

cap and gown and in finding your place in the lines of march.

It is essential that you line up and remain in the order prescribed because that is the order in which your diploma will be presented. At 1:50 p.m. sharp, the line marshals and the commencement marshal will direct the lines of march to the seats in the Wehr Center gymnasium where the commencement program will be held. Please do not rush; walk slowly and in a dignified manner, with a distance of approximately 8 feet (4 steps) between pairs of marchers.

The line marshals will direct you to your seat. When you are at your seat, turn and face the rear, and rotate to the front as the faculty and the platform participants pass and take their places in the front and on the platform. Remain standing until after the invocation.

Mortar boards are to be worn during the procession, the conferring of all degrees and awards, and during the recession. Men are to remove their mortar boards for the invocation, the National Anthem, the Alma Mater, and the benediction. When in doubt about when to wear or remove your mortar board, follow the example of the president.

Procedure to be Followed During the Conferring of Degrees

The chair of the board of trustees will authorize President Stephen A. Gould to confer all degrees and present the diplomas. The master's degree candidates will receive their diplomas followed by the bachelor's degree candidates.

The vice-president for academic affairs will present the candidates for the master's degrees. All master's degree candidates will rise.

The president will confer the degrees. Candidates, move your tassel from the right to the left of your mortar board when instructed to do so.

One by one, each master's degree candidate will move to the top of the platform and give his/her name card to the reader. The vice-president for academic affairs will introduce each master's degree candidate who is present, and candidates will cross the stage and receive their diplomas. Candidates will have their photo taken before returning to their seat.

The vice-president for academic affairs will then present the candidates for bachelor of arts degrees. All bachelor's degree candidates will rise as instructed.

The president will confer the degrees. Candidates, move your tassel from the right to the left of your mortar board when instructed to do so.

The first row remains standing, and all other rows should be seated.

One by one, each bachelor's degree candidate, as was done for master's

degree candidates, will move to the top of the platform and give his/her name card to the reader. When your name is read, advance to the podium, extending your left hand for your diploma and your right hand for the handshake of the president. After leaving the stage, candidates will have their photo taken before returning to their seat. Upon reaching your seat, sit immediately so you will not obstruct the view of those behind you. When most of the row has returned, the marshal will direct the next row to stand and move toward the platform. Your line marshals and the commencement marshal will signal these moves, so please watch them.

Immediately after the benediction, the recessional will begin. Turn toward the right aisle. The platform participants will lead off, followed by the faculty and the master's degree recipients, and then the bachelor's degree recipients. Keep moving until you are fully clear of the building.

Immediately after commencement there will be a reception in Bossard Hall in the Younger Family Campus Center to which you and your well-wishers and the faculty and staff are cordially invited.

Childcare

Commencement is a solemn, rather lengthy occasion that is not designed for young children. **The College encourages parents to utilize the childcare service offered by the College in the multipurpose room of the Wehr Center.** This service is only available on Sunday, May 8. Childcare space is limited, so the service will be offered on a first-come, first-served basis. We have found that children benefit from the entertainment, age-appropriate activities, and refreshments that are provided. Licensed day care workers will be on hand from 12:30 p.m. until one-half hour after the end of the ceremony. Please ask an honor marshal to direct you to the day care area.

For more information, contact Ann Gutoski at 920-565-3296 or gutoskiam@lakeland.edu.

Smoking

Smoking is not permitted in any College building. Smoking is permitted outdoors only.

Concessions

During the commencement ceremony, a variety of snacks and bottled water will be available for purchase at the Wehr Center concession stand. Please **DO NOT** bring your snacks into the fieldhouse.

Graduation Pictures/Video

Let us take your special pictures and video for you!

Professional photographers will capture the moment of each graduate being presented his/her diploma by the president. A proof of this photo will be emailed to each participant by Empire Photography a few weeks after the ceremony and additional copies may be ordered. Contact Empire Photography at (800) 747-2941, (608) 257-2941 or via email at empire@mailbag.com.

A DVD of the complete ceremony will be available to purchase for \$20.00. Order forms for the video will be available the day of the ceremony, or contact Brian Andrews Video Productions at (920) 565-2169 or via email at camera2@tds.net to order a copy.

These services are provided so there is one less thing for you to worry about during this busy time. The area near the stage can become quite congested with photographers, so your family and friends will have a difficult time getting a photo of you receiving your diploma. Following the ceremony, there will be ample time for photographs in the gymnasium, in the lobby, and at the reception.

Area Hotels

If you need overnight accommodations for commencement weekend, please refer to the list of area hotels, motels, and resorts on this page. *Rates may vary based on your specific situation – call for details. Area code (920).*

The American Club

444 Highland Drive
Kohler
457-8000
Friday beginning at \$375
Saturday beginning at \$375

AmericInn of Plymouth

1708 Eastern Avenue
Plymouth
892-2669
Friday: \$89-\$79; Saturday: \$94-\$84

AmericInn of Sheboygan

3664 South Taylor Drive
Sheboygan
208-8130
Lakeland rate: \$62

Americas Best Value Inn

3402 Wilgus Road
Sheboygan
458-8080
\$69-\$89

Baymont Inn

678 Walton Dr.
Plymouth
893-6781
Lakeland rate starting at \$94

Blue Harbor Resort

725 Blue Harbor Drive
Sheboygan
452-2900
Starting at \$169.99

Comfort Inn

4332 North 40th Street
Sheboygan
457-7724
\$99.99-\$114.99

Days Inn & Suites

600 Highway 32
Sheboygan Falls
1-800-551-7405; 920-467-4314
Starting at \$79.90

Grandstay

708 Niagara Ave.
Sheboygan
208-8000
\$103-\$175

Harbor Winds Hotel

905 South 8th Street
Sheboygan
452-9000
Starting at \$79

Holiday Inn Express

3823 Germaine Avenue
Sheboygan
451-8700
Starting at \$109

Inn on Woodlake

705 Woodlake Road
Kohler
1-800-344-2838
Starting at \$225

La Quinta

2932 Kohler Memorial Dr.
Sheboygan
457-2321
Request Lakeland rate: \$56

The Osthoff Resort

101 Osthoff Avenue
Elkhart Lake
876-3366
Starting at \$225 (2-night minimum)

Plymouth Inn

606 East Mill Street
Plymouth
893-5623
Request Lakeland rate: \$62

Rochester Inn Bed and Breakfast

504 Water Street
Sheboygan Falls
920-467-3123
866-467-3122
Starting at \$99.50

Siebken's Resort

284 South Lake Street
Elkhart Lake
876-2600
Starting at \$73

Sleep Inn

3912 Motel Road
Sheboygan
694-0099
Lakeland rate starting at \$64.99

Victorian Village

279 Lake Street
Elkhart Lake
876-3323
\$135

Frequently Asked Questions

Can I get extra tickets?

For the Continental Breakfast and Lunch, one free ticket for each meal is included in the graduation packet for the graduate. Additional tickets can be purchased on the day of commencement. Breakfast is \$4.50; lunch is \$5.50 for children ages 5-11, \$8.00 for ages 12 and over.

For commencement, graduates will be mailed four tickets each for their guests. **All guests who wish to attend the live commencement ceremony in the Wehr Center's main gymnasium must have a ticket.** In the event extra tickets remain, students can obtain additional tickets by contacting Debra Fale in the Nash Center at faledj@lakeland.edu after April 18. If extra tickets remain after May 6, a maximum of two additional tickets per graduate will be available on commencement day in the Wehr Center beginning at noon.

What is my GPA?

This information cannot be given out over the phone. Please stop in the Registrar's Office; William A. Krueger Hall, Room 112, to inquire in person. Kellett School students may inquire in person at their Kellett Center.

What should I wear?

The Saturday evening celebration is semi-formal. For commencement, we suggest that you dress nicely; one should not wear blue jeans, shorts, or sneakers.

What will my diploma say? Is my major on my diploma?

The diploma states your name and indicates that you have been awarded a bachelor of arts degree (for undergraduates) or a master's degree, by program (for graduate students). **Majors, minors and honors are not listed on the diploma.** Your major and honors are listed in the commencement program and are listed on your transcript. Minor(s), if any, are listed on the transcript.

If you do not attend the ceremony, your diploma will be mailed to you approximately two weeks after the ceremony at no cost to you.

Under what circumstances might I not receive my diploma at the ceremony?

A student will not receive a diploma at the ceremony for one or more of the following reasons:

- a. has an outstanding financial obligation;
- b. does not have the necessary overall GPA and/or major/minor GPA;
- c. has not earned the required number of semester hours;
- d. has one or more incomplete grades;
- e. has not fulfilled the Convocation/Fine Arts requirement (for day program students only);
- f. is finishing his/her requirements during the May Term.
- g. is finishing student teaching or internship hours.

Each graduate will receive a diploma cover as he/she walks across the stage.

Contact Information

The following is a list of names/numbers if you have questions about various aspects of commencement weekend. The area code for all numbers is (920).

Graduation Celebration Banquet	Lisa Vihos, 565-1295 vihoslb@lakeland.edu
Cap and gown orders	Deb Hausler, 800-438-8398 0305mgr@fhcg.follett.com
Parking	Karen Westley, 565-1512 westleykm@lakeland.edu
Childcare	Ann Gutoski, 565-3296 gutoskiam@lakeland.edu
Extra ceremony tickets	Debra Fale, 565-1536 faledj@lakeland.edu