

April 18, 2008

TO: All Graduation Candidates

FROM: Kenith Simmons
Assistant Vice Chancellor for Academic Affairs

Aloha Kākou!

The end of the semester draws close and so, too, does Commencement Day. The ceremony in your honor will feature Ms. Constance Lau as the Keynote Speaker and UH Hilo student Mr. Timothy Fallis speaking on behalf of the graduating class.

Ms. Lau is the President & CEO of Hawaiian Electric Industries, Inc., Chairman & CEO of American Savings Bank, and Chairman of the Board of Hawaiian Electric Company. Mr. Fallis is a double major in English Literature and Religious Studies.

Here is important information concerning Commencement:

Rehearsal: Friday, May 16, 2008: 2:30 to 4:30 p.m., Edith Kanaka'ole Multi-Purpose Stadium

Attendance at this practice is highly recommended. We will rehearse the entire ceremony and cover such details as the procession and recession, the seating order, and the receiving of your diploma covers.

Commencement: Saturday, May 17, 2008, 9:00 a.m., Edith Kanaka'ole Multi-Purpose Stadium

Between 7:30 – 8:00 a.m., go to the Graduation Candidate Check-In Area just inside the front gate and obtain your name card. The processional marshals will place you in the processional line according to your college degree and the order determined at the rehearsal. Please note that you are only allowed on-stage once, even if you are receiving multiple degrees. Leave your personal belongings with a family member or friend during the ceremony.

Dress and Academic Regalia:

Academic attire will consist of a cap, gown, and tassel, and for M.A. Candidates, a master's hood. If you haven't ordered these items, go to the UH Hilo Bookstore as soon as possible to ensure that they are available. Please wear footwear that is appropriate for such an important occasion.

Diploma covers:

During the Commencement ceremony, you will receive a diploma cover with instructions for diploma pickup. If you cannot attend commencement, please call the Records and Registration Office at 974-7385 for information about receiving your diploma and cover.

Music:

If you would like to join in singing *Hawai'i Pono'ī* and *Pulelo Ha'aheo* during the ceremony, contact the Commencement Committee, commence@hawaii.edu, for details about chorus rehearsals prior to Commencement.

Additional celebratory music will be performed by the Waiākea High School Band under the direction of Band Director Bill Sever.

Parking:

Parking will be available free of charge on a first-come, first-served basis in the gravel lot behind the stadium. Reserved stalls at the front and side of the stadium are for dignitaries and guests with disabilities.

Guests:

No tickets or advance reservations are required for your guests, but seating is limited and will be on a first-come, first-served basis. The doors to the stadium will open at 8:15 a.m. Please encourage your guests to arrive early and if rain threatens, to bring umbrellas for use while they wait for the gates to open. You may also want to suggest that they bring fans and bench cushions if they wish. There will not be any food concession stands.

After the ceremony, guests can look for you on the floor of the stadium under the alphabet letter with which your last name begins.

Kupuna and Guests with Disabilities:

The Edith Kanaka'ole Multi-Purpose Stadium is wheelchair accessible, alternate format can be made available, and sign language interpreters will be present. Ms. Susan Shirachi, Director of University Disability Services, is accepting advance requests for assistance, including special parking arrangements, for kupuna and guests with disability-related needs. Arrangements do need to be made ahead of time, so please contact Ms. Shirachi as soon as possible if you or any of your guests will need assistance. She can be reached at 933-0816 (voice), 933-3334 (TTY), 974-7691 (fax), or via e-mail at shirachi@hawaii.edu.

Dignitaries:

A special seating area will be reserved for the dignitaries who will be in attendance; they will also be invited to use reserved parking. If you know that an official from your home plans to attend, please inform the Commencement Committee as soon as possible to facilitate that person's welcome. They can be reached at 974-7555 or commence@hawaii.edu.

Photographs:

An area will be set aside in the stadium for your family to take photographs. Additionally, a photographer from *Picture Man of Hawai'i, Inc.*, will take a picture of you receiving your diploma cover. About one week after your graduation, please visit the *Picture Man of Hawai'i* website at www.picturemanofhawaii.com to review your photo. Enter your secure password of UHH8 (not case sensitive). All available proofs will be displayed in walking order with full instructions for ordering your color photographs. Print packages and prices will be posted online with an order deadline. We encourage you to ask ahead of time if friends and relatives will want photos so that you can order all of your photos at the same time. Weather permitting, there will also be a UHH Banner placed at a photo opportunity site outside the stadium where graduates can take photos with friends and family.

In Consideration of Others at the Ceremony:

In keeping with the formality of the occasion, and in consideration of those with health issues that may be adversely affected by sudden loud noises, we encourage you to ask your friends and family members to refrain from the use of horns and other loud noise-makers during the ceremony.

Reception:

The University of Hawai'i at Hilo Student Association (UHHSA) is sponsoring a reception immediately following the Commencement ceremony. We invite you and your guests to join us in the concession area at the front of the stadium for light refreshments.

Survey:

Enclosed you will find a survey about your education at the University of Hawai'i at Hilo. Please fill out the survey and bring it with you to rehearsal. If you are unable to attend rehearsal, please mail the completed survey to:

Institutional Research Office
200 W. Kawili Street
Hilo, HI 96720-4091

Correct Address:

To ensure that correspondence reaches you in a timely manner, please update the Records Office in the Student Services Building if you have a change of mailing address. Their telephone number is 974-7322.

A final note. . .

Commencement Day will be a day of great pride for you, your family and friends. The entire University community looks forward to the opportunity to honor and congratulate you. Until then, if you have any questions or concerns, please feel free to contact the Commencement Committee at 974-7555 or email commence@hawaii.edu.