Dear Graduating Student:
You will be receiving almost weekly emails throughout the semester detailing graduation activities and processes. We strive to keep you informed and prepared but we rely on you to share relevant information with your guests.

In this email:
- Make-up Graduation Portraits and group portraits
- Jostens on campus
- Gala Ticket information
- Section Speaker auditions
- Visiting/Away Graduate information
- Graduates with Georgetown Alumni Family Members

It is important to know that we have added some additional Commencement information, which was not included in the first email. Please carefully review that information below.

NEW COMMENCEMENT INFORMATION

Graduation Portraits
Sign-up NOW two additional portrait dates. Dates are March 16 & 17. Sign-up sheet on Westlaw TWEN. All photos will be taken in the Alumni Lounge Hotung 2006

Instructions:
- Log in to TWEN then select the “2016 Graduation Portraits” course
- Sign up for one slot on March 16 or 17.
- Please show up 5 minutes early for your appointment time, and remember that the Alumni Lounge is surrounded by offices so please keep noise to a minimum.

The Office of Student Life provides the robe, hood, tam, and tassel for your use during the portrait. Keep in mind that there is a small gap in the neckline between the robe and hood or hood and neckline, so please choose your attire accordingly. You may also want to note the exact size that fits you comfortably for when you place your Regalia Rental order with Jostens for use on Commencement Day.

Optional: Some students choose to have an additional professional portrait/head shot made for use on their LinkedIn page or for other professional purposes. Please wear professional attire if you plan to also have one of those portraits made.
SAVE THE DATE: Group portraits for Student Organizations are scheduled for April 6 with a rain date of April 13. More details will follow in upcoming emails.

Jostens on Campus
Representatives from Jostens will be on campus February 24, 2016 from 12pm to 6pm to assist students with Regalia rental orders and class ring purchases.

Gala Tickets
The Graduation Gala Tickets Lottery Entry Form can be accessed beginning 9:00 a.m. on Wednesday, February 24, 2016 through 5:30 p.m. on Friday, February 26, 2016.

Important Instructions-Please Read Before Accessing the Form:

- Only students graduating in 2016 may login to view and submit the form to enter the lottery.
- Graduating students may enter the lottery to purchase one (1) student ticket at $50 and a maximum of three (3) guest tickets at $80 each. Georgetown Law subsidizes this event to keep these prices reasonable for graduates and guests.
- Guest tickets are required for all guests; however if you have a guest under the age of twelve (12) years old that you wish to attend please contact Bola Olaniyan in the Office of Student Life at commencement@law.georgetown.edu or 202-662-9292.
- The form can only be accessed one (1) time using your NetID and password, so be prepared to fully fill in the form and submit it during this time frame. You will be asked to enter the number of guest tickets you would commit to purchase (between 0 and 3 maximum) if selected in the lottery and your Georgetown Law email address for an email confirmation that the form was submitted.
- Please confirm your number of tickets to be purchased before submitting the form. The
Office of Student Life will be unable to make any changes to the number of tickets selected after the form has been submitted. You will be responsible for purchasing the total number of tickets selected.

**Selection and Payment:** Those selected in the ticket lottery will be notified at their Georgetown Law email on Monday, February 29, 2016. Lottery winners will then have until midnight on Wednesday, March 2, 2016, to confirm their ticket purchase by following the link in the email and making the payment via a PayPal Form. Only Credit Card payments will be accepted. Credit cards accepted are: MasterCard, Visa, and American Express. If payment is not received within 3 days following the email notice, all tickets will be forfeited and offers will be extended to those on the wait list.

**Event Details:**

**Georgetown Law Graduation Gala**  
Saturday, May 21, 2016  
8:00 p.m. - 11:30 p.m.

The Donald W. Reynolds Center for American Art & Portraiture

Held at the Donald W. Reynolds Center for American Art and Portraiture in the Robert and Arlene Kogod Courtyard. Explore the first, second, and third floors of the gallery, including the Presidential Portrait Gallery, all open exclusively for viewing by Gala attendees.  
Enjoy a festive evening including a dinner buffet, beer & wine bar, and dancing with your fellow graduates and guests.  
Introduce your family and friends to Dean Treanor, Faculty, and Senior Administrators in the Dean’s Receiving Line.  
www.law.georgetown.edu/commencement

Questions? Please contact the Office of Student Life at 202-662-9292 or commencement@law.georgetown.edu

**Section Speaker Selection for Diploma Distribution Ceremonies**

Graduating students interested in auditioning to be the speaker at their Diploma Distribution/Section Site at Commencement must submit a 3-5 minute video audition that is designed to showcase the graduates’ speaking and presentation skills. The speech in the video must be the speech that the graduate will give at the ceremony. The selection of the speaker is made by those graduating within that site; voting is conducted on WestLaw TWEN by section/division. The ‘sections’ are 1, 2, 3, 4, 5, 6-Transfer, 7, LLM-A and LLM-B. There is no limit to the number of individuals from each section/division that can submit a video of their speech for consideration. Participants must first register on a preliminary form (https://orgsync.com/18903/forms/128885) on OrgSync beginning February 2, 2016.  
ALL video submissions are due on a secondary form (https://orgsync.com/18903/forms/96567) on OrgSync by **11:59pm on March 9, 2016**.
Voting will occur on Westlaw TWEN after spring break. For more information, including videos of past speeches, visit the Georgetown Law Commencement website. Questions? Email-Maura Grant Hayes at commencement@law.georgetown.edu or call the Office of Student Life at (202) 662-9292.

**Visiting Away/December Graduates**

Students who have graduated in December and those who will be visiting away from the Law Center during the Spring 2015 semester may make arrangements with the Office of Student Life to pick up Main Ceremony Rain Site Tickets, as necessary. Contact the Office of Student Life early in the spring semester at commencement@law.georgetown.edu. Additional information about Commencement will be sent to you via your Georgetown Law email account. Also, please continually check the Commencement website http://www.law.georgetown.edu/campus-life/student-life/commencement/index.cfm

**Graduates with a Georgetown Law Alumni Family Member**

Graduating students can submit a request to allow a family member of the graduate that is a Georgetown Law Alumni to present the graduate with their diploma at the diploma presentation (section) ceremony. Request Forms are available on OrgSync now and must be submitted by the graduating student by May 6, 2016 using the following links: JD Graduate Request Form OR LLM & SJD Request Form.

**COMMENCEMENT LETTER**

Dear Graduating Student and Guests:

Congratulations as you approach the completion of your law school experience! We know you have worked hard and look forward to celebrating your accomplishment with family and friends. The Georgetown Law Commencement ceremony will take place on Sunday, May 22, 2016 at 2:00 p.m. on the Georgetown University main campus, 3700 O St NW, Washington, DC 20057. Graduates and guests are invited to attend a variety of events throughout the weekend; we hope you will choose to participate in some or all events. Please read this letter carefully for important dates and information regarding Commencement.

Additional information about Commencement will be sent to you from the “Commencement” email account to your Law email account, beginning December 21, 2015, and continuing through Commencement Day. Please ensure these email notices are not going into your spam/junk folder. You should also check the Commencement web site regularly, http://www.law.georgetown.edu/campus-life/student-life/commencement/index.cfm. Finally, it is important to remember that hotels and restaurants will be heavily booked, so we recommend that
you encourage your guests to make their reservations as soon as possible. Hotel information is listed on the Commencement website for your convenience.

January-February

**Portrait Photographs:**
Individual portraits of graduates in regalia will be taken in early February at the Law Center. Beginning in late January, information will be emailed to graduates with instructions on how to reserve appointment times through Westlaw TWEN. These photos are offered for your convenience and are not required. Purchase of the photo is optional. This is the only time portrait photos will be offered on campus. Regalia will be available for use in the photo. Graduates will also have an opportunity to purchase photos taken with diplomas at Commencement.

**Academic Attire (Regalia):**
Caps and gowns are not required for Commencement, but most graduates choose to wear them. The Georgetown Law Regalia can be rented exclusively through Jostens at www.jostens.com starting in late January. Regalia will be shipped to the home address listed at time of rental. All Georgetown Law graduates wear the same regalia (cap, gown, and hood). Graduates will be required to return regalia on the main campus immediately following the Commencement receptions. More information regarding regalia rental will be sent to your Georgetown Law email account.

March-April

**Guests:**
There is no limit on the number of guests a graduate can invite to attend Commencement, however, because Commencement is held at Georgetown University main campus, it is subject to some space limitations. If the weather is amenable, all events are held in the “sun sites” and guest tickets are not required. Seating is limited and is first come, first serve. In inclement weather, however, tickets are required for guests to attend the main ceremony only, which in rain is held in the McDonough Arena. Guests without tickets will be able to view the main ceremony on a monitor in a tented area just outside the arena or at other indoor sites around the main campus. Tickets are not required for the diploma distribution ceremonies that follow the main ceremony, even in inclement weather; seating is limited and first come first serve.

**Rain Site Tickets** for the main ceremony will be distributed beginning March 15, 2016. Each graduate may claim two (2) tickets for guests for the main ceremony. Tickets must be claimed in person in the Office of Student Life. **First Round Tickets not claimed by April 4, 2016 will be forfeited.** Second round distribution begins April 5, 2016. During Round 2, graduates may claim two (2) additional rain site tickets while they last. Please note graduates do not need tickets for entrance to the main ceremony. *If you are studying abroad or have finished classes and are living outside the DC metro area in the spring semester, please notify the Office of Student Life to make alternate arrangements for the retrieval of your tickets.*

**Lavender Graduation:**
All graduating law students are welcome to participate in a special Lavender Graduation ceremony for LGBTQ and Ally undergraduate and graduate students to acknowledge their achievements,
contributions and unique experiences at Georgetown. As part of this special event, graduating law students are honored for leadership and service to the community. The Lavender Graduation ceremony will be held on April 27, 2016 in the Great Room of the Healy Family Student Center. The ceremony will begin at 5:00pm followed by a reception at 7:00pm. Learn more about the history of Lavender Graduation on the main campus website here: http://lgbtq.georgetown.edu/LavenderGraduation2016. Information on Law Center student registration and awards will be updated here: http://www.law.georgetown.edu/campus-life/dean-of-students/resources-for-lgbtq-students/Lavender-Graduation.cfm.

May

Graduation Gala:
The Graduation Gala is a formal evening held at the spectacular National Portrait Gallery on Saturday, May 21, 2016 at 8:00 p.m. The event is intended for graduates and their guests. The evening includes a receiving area with the Dean and Faculty, dinner buffet, open beer and wine bar, orchestra, and dancing, as well as open galleries including the famous Presidential Portrait Gallery. The Graduation Gala is a sell-out event with limited capacity so a lottery will be held for graduates to enter to purchase tickets. Graduating students can enter the Gala lottery for ticket sales from Wednesday, February 24, 2016 thru Friday, February 26, 2016 via an online form. Each graduate selected in the lottery will be allowed to purchase a maximum number of one (1) student ticket and three (3) guest tickets. The ticket prices are $45 for the one graduate ticket and $80 each for the maximum 3 guest tickets. Georgetown Law subsidizes this event to keep these prices reasonable for graduates and guests. All graduating students will receive more information via their Law email account regarding the Gala Lottery entry process, including a link to the lottery form.

Commencement Day:
Commencement takes place at the Georgetown University main campus. All Georgetown University graduates are invited to the Baccalaureate Eucharistic Celebration at 9:00am on the Healy Lawn. Following the Baccalaureate Mass, all Georgetown University graduates and their guests are invited to attend the Commencement Brunch at 10:45 am in the Leavey Center. Following the brunch is the Law Center’s Commencement ceremony, which is divided into two parts. First is the “main ceremony,” where the entire class (J.D., L.L.M, and S.J.D.) sits together for the honorary degree speaker and the conferring of the degrees. Graduates must be in line by 1:15 p.m., as the procession begins at 1:30 p.m. The ceremony begins at 2:00 p.m. The main ceremony is immediately followed by nine diploma presentation ceremonies, where graduates sit in their first year section, LL.M. section, or transfer section to personally receive their diploma. A light reception, beginning at 4:00 p.m., follows each section’s ceremony.

Disability Accommodations:
Transportation shuttles will be available to take individuals with disabilities from the parking lots to the Commencement sites. Disability accessible parking is available around campus and on a first come first serve basis. Wheelchairs are available on-site at no charge, first come first serve, for use on campus. A sign language interpreter will be on stage for the main ceremony. Wheelchair seating is first come first serve and one (1) additional guest can sit with the person needing accommodations. Please note the location of wheelchair seating (near the stage and the paved entrance) is in full sun. If additional services are needed, graduates can contact the Office of
Student Life at (202) 662-9292 or the Office of Disability Services at (202) 662-4042 as soon as possible to discuss accommodations for themselves or their guests.

We look forward to celebrating Commencement with you. Should you have additional questions, please contact our office at (202) 662-9292 or by email at commencement@law.georgetown.edu.