



## ***Commencement Bulletin***

***Saturday, April 26, 2014***

***Kirkland Center, National Labor College, Silver Spring, MD***

**Our final Commencement at NLC is a time of celebration for you and your guests.** The graduation ceremony will be held from 10:30 a.m. to 12:00 p.m. on Saturday, April 26, 2014, in Solidarity Hall of the Kirkland Center. Immediately following the ceremony, all are welcome at the graduation reception. This document provides important items for you and your guests to know before making your travel plans. Please read all the way through and let us know if we can help in any way.

### ***Hotel Block***

We have reserved a block of rooms at the Sheraton College Park North, located just over 3 miles from the NLC campus. The Sheraton offers a shuttle service to campus. For more details on the hotel, visit <http://www.sheratoncollegeparknorth.com/>.

To reserve your room, call the hotel directly at 800-325-3535 or 301-937-4422 and ask for the National Labor College room block. The rate and availability are only guaranteed until April 2, 2014.

### ***Travel***

Three major airports service the Metropolitan D.C.-Baltimore area: Baltimore-Washington International Airport (BWI), Washington Dulles International Airport (IAD) and Reagan National Airport (DCA). BWI is the closest and most convenient to campus and includes several major airlines including the unionized budget airlines, Southwest Airlines and AirTran Airlines.

### ***Parking***

Parking on the NLC campus is free.

### ***Special Services***

Degree candidates or guests requiring special assistance or services should contact us at 301-431-5410 or [mbodrick@nlc.edu](mailto:mbodrick@nlc.edu). If you require seating for persons with disabilities, please let us know as soon as possible.

### **ADVANCE CHECK LIST:**

- As soon as possible, reserve a room at the hotel, if desired.
- Make your travel plans.
- By March 15**, return enclosed forms to the Registrar's Office.
  - AV Release
  - Senior Abstract Release
  - RSVP: Attendance & Tickets
- By April 1**, pay all outstanding fees so you can get your official diploma and transcript immediately following the ceremony.

### ***Cap and Gown***

The College will provide the traditional academic regalia that add color and solemnity to the Commencement ceremony. Please complete and return the information form by **March 15** to let us select the right size. After the ceremony, all of the regalia is yours to keep. Feel free to wear your union pin on the robe

**All graduates must come to lobby of the Kirkland Center between 1:00 and 7:00 p.m. on Friday** to pick up a graduation packet of important information and your cap and gown. The packet will include a “stage card” for you. This is an index card indicating your name and union affiliation. **It is from this card that your name will be announced during the ceremony** so be sure that it is correct. You will need to hand it to the speaker as you queue up for the stage. If you misplace your card, let us know.

### ***Photography***

We have arranged for a professional photographer to take a class picture on Saturday morning and an individual picture of each graduate receiving the diploma and exiting the stage. We plan to make these pictures available online after graduation.

A long tradition at National Labor College is to connect union officials attending the graduation ceremony with their members for a group photo. These will be taken immediately after the class photo on Saturday morning prior to the ceremony.

**It is essential that anyone appearing in the class or union picture sign and return the photo release that accompanies this bulletin.** If you do not wish to sign the release, please do not appear for the picture.

### ***Seating at Commencement***

Seating will be reserved for graduates and honored guests of the College. The remaining seats will be open on a first-come-first-served basis. Solidarity Hall will open for guests at 9:00 a.m., and ushers will be there to assist.

### ***How to Dress***

We recommend dark dress shoes and dark slacks, skirts or dresses under your regalia.

### ***What to Expect at the Ceremony***

1. Watch for marshals, who will direct you line up in a certain order for the procession.
2. As the procession approaches the stage, marshals will direct you to the correct row for seating.
3. Graduates go on stage to receive their “diplomas” in union affiliation order. The marshals will also indicate when it is time to stand and proceed to the stage.
4. As your row moves forward and you approach the stage, you will hand your name card to the person reading the names of the graduates. *Please make certain your name card is with you at graduation and ready to hand to the staff person.*
5. You will then step up (two steps) to the stage and receive your diploma holder from Dean Daniel Katz, Ph.D. and hold there until the previous graduate has moved on.

6. When prompted, shake hands with President Trumka, President Peinovich, President Emeritus Sweeney, and your union representative, if attending. President Peinovich will ask you to turn to the front of the stage and have your picture taken.
7. As you walk off the stage, you will have your individual picture taken.
8. The marshals will direct you back to the correct row to take your seat.

### ***Diploma and Transcript***

The diploma holder you will receive at the ceremony is empty. This allows us to avoid handing out incorrect diplomas if there is a change in the order of procession or an unexpected absence. ~~The actual diploma, official transcript, and a bound copy of the Senior Project Abstracts will be available after the ceremony. Graduates will pick up their diploma and a copy of their transcript in the lobby of Kirkland. Diplomas and transcripts will not be given to students who have an outstanding balance.~~ Updated April 14, 2014: In order to give the most time possible to students and professors to grade work and turn in grades, we will be unable to handout diplomas after the ceremony. Diplomas will be sent to your address via UPS starting May 1<sup>st</sup>. Contact Melissa Bodrick at [mbodrick@nlc.edu](mailto:mbodrick@nlc.edu) for questions regarding diploma delivery.

### ***Emergency Medical Services***

Medical stations will be set up in the Kirkland Center on Saturday. If a medical situation occurs, please go to Room 9203 on the second floor of the Kirkland Center.

### ***Washington, D.C. Attractions***

Graduates and their families are encouraged to take advantage of their time in the nation's capital. Many families stay overnight on Friday or Saturday and can spend time checking out the arts, culture and history of Washington, D.C. Visit <http://washington.org/> for tourism information.



## Commencement & Closing Convocation Schedule

### Friday, April 25

**1:00 to 7:00pm**

***Cap & Gown Pick-up, Kirkland Center Lobby***

All graduates must come to lobby of the Kirkland Center on Friday to receive a packet of important information and pick up a cap and gown.

### Saturday, April 26

**7:45 am**

***Class Picture & Union Photos, Kirkland Center Mezzanine***

National Labor College graduates will assemble in the lobby of Kirkland at 7:45am. Photos of graduates by union will follow immediately after the class picture.

**From 9:00 am**

***Solidarity Hall is open to guests, Kirkland Center***

**9:00 am**

***Workers Memorial Day Service, National Workers Memorial, NLC Campus***

**9:15-10:00 am**

***Continental Breakfast, Kirkland Center Mezzanine***

**10:00 am**

***Graduates Line Up, Second Floor North Hallway, Kirkland Center***

NLC faculty and staff will help you assemble along the hallway in union affiliation order. **NO OTHER GUESTS PLEASE.**

***10:30 am to 12:00pm Commencement & Closing Convocation, Solidarity Hall, Kirkland Center***

**12:00 to 1:30pm**

***Diploma Pick-up, Kirkland Center Lobby***

**12:00 to 1:30pm**

***Graduation Reception***

Food stations and bars will be set up inside the Kirkland Center with seating in the Kirkland Center and outside on the patio and lawn.