2011 COMMENCEMENT CEREMONY INFORMATION PACKET

GERMAIN ARENA
11000 Everblades Parkway
Estero, Florida

SUNDAY
JUNE 5, 2011
3:00 PM

PLEASE READ THE CONTENTS OF THIS PACKET THOROUGHLY!

IMPORTANT INFORMATION ON:

- Virtual Rehearsal
- Tickets
- Cap & Gown
- Graduation Party
- Ceremony
- Alumni Association & Survey
- Accommodations
Introduction

Congratulations on the successful completion of your studies at Hodges University. This information booklet has been prepared to answer questions that you may have as we approach the 2011 Commencement Ceremony. In making preparations for graduation, it is imperative that you keep up to date with any new developments. Should you have any questions regarding graduation, please contact one of the Registrar's Office staff members listed below. The Registrar’s Office verifies you have completed all requirements necessary to participate in the ceremony so please reply promptly to any emails or phone calls you may receive.

- Fort Myers students should contact Jenna Kaiser at jkaiser@hodges.edu; (239) 482-0019 or 800-466-0019;
- Naples students and those that live at a distance should contact Sonia Roselli at sroselli@hodges.edu or Kimberly Morehouse at kmorehouse@hodges.edu; (239) 513-1122 or 800-466-8017;
- Learning Site students should contact April Falso at afalso@hodges.edu; (239) 482-0019 or 800-466-0019; or
- when in doubt, email the Registrar’s Office at registrar@hodges.edu for any campus.

Graduation Items

Celebration Time is the vendor for all of your graduation items. Class rings, diploma frames, and announcements may be purchased at any of the Grad Fairs listed below. Students who are not able to attend one of the Graduation Fairs listed below can visit the website www.mycelebrationtime.com for more information. Representatives will also be at the Graduation Party from 7:00-8:00 pm and in the lobby of Germain Arena on graduation day to help you decide on a class ring.

Graduation Fair

During the Graduation Fair you will complete the following:

1) Your cap and gown orders will be accepted during the April events and cap and gown will be picked up at the May event.
2) Rings, diploma frames, announcements, and stoles of appreciation can be ordered from Celebration Time.
3) In addition, honor cords and appreciation ribbons can be picked up from the Registrar's Office table at the May event. The appreciation ribbon is to be given to one special person who has helped and supported you through your academic achievement. These individuals should wear the ribbon the day of the ceremony as they will be asked to stand and be recognized.
4) A photographer will also be available to take photos for our group photos which will be in the form of a composite photo. We ask that every graduate have a picture taken whether or not you plan to purchase any photos from the photographer. More information is in the next section.

5) You will have the opportunity to register for the Hodges University Alumni Association social networking site http://alumni.hodges.edu.

6) These events will take place as follows:

- Fort Myers Campus & EUC students – March 14-15 from 4:00 – 7:00 PM and May 2-3 from 11:00 AM – 7:00 PM
- FKCC Learning Site - Tuesday, May 10, 2011 from 5:00 PM – 6:00 PM
- Naples Campus – March 16-17 from 4:00 – 7:00 PM and May 4-5 from 11:00 AM – 7:00 PM
- PHCC Learning Site – Wednesday, May 25, 2011 from 6:00 PM – 9:00 PM
- SFCC Learning Site – Tuesday, May 10, 2011 from 5:00 PM – 6:00 PM

Students who cannot attend one of the above listed Graduation Fair dates should contact someone in the Registrar’s Office listed on page two or at the Learning Site locations to schedule pickup of all pertinent items after May 10th. Students who live at a distance and are planning to attend the ceremony may contact the Naples Registrar’s Office to make arrangements for graduation supplies.

Photography

A representative from Alison Beyer Photography has been retained to take no obligation photos of each graduate in a cap and gown during the May Grad Fairs. Your portrait will be included in a composite group photo based on the type of degree you are earning, i.e. an associate composite photo, a bachelor composite photo and master’s composite photo. Orders will be taken at the Graduation Fair for the composite group shots and individual portraits. Details on the following packages will also be available: Package 1 - $42.00, Package 2 - $82.00, Package 3 - $82.00, and the class composite $30.00. Please schedule enough time to have your picture taken along with picking up all graduation items.

Graduation Party

The 2011 Graduation Party is Saturday, June 4 at the Holiday Inn at Town Center in Estero (I-75, exit 128) from 7 p.m. to 10:30 p.m. Tickets may be purchased at the Graduation Fair dates or the bookstores in Naples or Fort Myers. FKCC, PHCC, and SFCC graduates may purchase tickets from the Learning Site Coordinators. The price for graduates is $10.00 and for non-graduates the price is $15.00. Due to size restrictions, graduates may purchase only a maximum of 4 tickets per person (one at $10.00 and 3 at $15.00). Each graduate planning to attend must RSVP by purchasing a ticket before May 30, 2011. There will be no tickets sold at the door, so purchase your tickets early.
Appetizers will be served from 7:00 – 8:00 p.m. and a buffet dinner will follow. There will be plenty of dancing, eating, prizes, and much more.

Your Graduation Ceremony

Graduation is the most significant academic event for students and the entire University community. It is the culmination of years of hard work and personal and financial sacrifice for students and families alike. The Graduation Committee has gone to great lengths to make this year's Commencement one which will properly honor your accomplishment and provide lasting memories. The 22th Commencement Ceremony will celebrate the traditional observances that accompany one of the highest rewards of academic achievement.

General Information

Please review this information carefully. Your cooperation and understanding of procedures will guarantee a smooth, enjoyable ceremony for you and your guests.

Your Degree

The details printed on your degree will be based on the information we have on file. All Summer and Fall 2010 diplomas may be picked up at a Graduation Fair. Winter 2011 graduates will be notified by University email as to the date your diploma will be available. It is your responsibility to make sure that the information in your file is correct. We urge all students to check their account status with the Business Office prior to Commencement. Failure to satisfy all financial obligations with the University will prevent you from receiving your diploma and/or transcripts in a timely manner.

Graduation Fee

The $150.00 graduate or $100.00 undergraduate graduation fee applies regardless of whether or not you attend the ceremony. Most graduates have already paid this fee. If you unsure, please contact the Business Office.

Virtual Rehearsal

Basic instructions for the ceremony are listed in this booklet. The Graduation Ceremony Review document will be posted to the website by May 3, 2011. Please make sure and read this prior to attending the graduation ceremony. This review takes the place of a formal rehearsal.
Graduation Day

Directions to Germain Arena

A more detailed interactive map may be referenced at the following website http://www.germainarena.com/directions.php.

From the North: Take I-75 to Exit 128 (Alico Road). Head east on Alico Road to Ben Hill Griffin Parkway. Take Ben Hill Griffin for approximately 3.5 miles south. The Arena is located on the right-hand side.

From the South: Take I-75 to Exit 123 (Corkscrew Road). Head east on Corkscrew Road. Take Ben Hill Griffin north and the Arena is located on the left-hand side.

Parking

There is ample parking available at Germain Arena in the surrounding parking lots. There is no charge for parking.

Attendance, Tickets & Guest Seating

Attendance is not a problem due to the size of Germain Arena. Although it is traditional to graduate by attending the Commencement Ceremony, there may be circumstances that
prevent you from attending. If you have completed all graduation requirements but are unable to attend, you are still considered a member of the graduating class of 2011.

The IT department of Hodges University will have a live video broadcast of the graduation ceremony. Information on accessing this video will be found at http://bigmac.hodges.edu. The live broadcast will also be available for purchase after the ceremony.

Every graduate may reserve as many tickets as needed. Tickets can be picked up at any of the Graduation Fairs listed on page three. As a graduate, you do NOT need a ticket. Guests with tickets should arrive between 2:00 and 3:00 PM. Please note that baby strollers, balloons, and flowers are not allowed in the arena. A special stroller check-in will be staffed and will be noted on the Guest Seating page of the Graduation Ceremony Review. Balloons and flowers are kept at the main desk and may be picked up after the ceremony.

Please visit https://www.formstack.com/forms/hu-graduation_information and provide us information such as: if you plan to attend the ceremony, how to pronounce your name, if you would like to order a DVD of the commencement ceremony, and how many tickets you would like for your guests. We ask that you complete this form by May 2 so that your tickets will be ready for pick up at the May Graduation Fairs.

Arrival and Assembly

If you have not yet had your individual picture taken, plan to arrive at 12:00 noon; otherwise, plan to arrive at 1:00 P.M. for a review of the ceremony instructions. Graduates may enter through the East entrance. Families and friends should enter Germain Arena through the South entrance. If you are arriving with your family or friends, they can drop you off and visit Miromar Outlet next door until the doors open for guests.

Each graduate will pick-up his/her name card behind the stage. This card should be carried by you until it is given to the announcer before crossing the stage. The name card is prepared from information provided to HU from the Intent to Graduate Form. Graduates will be assigned a seat number in either Section 115, 116, or 117 alphabetically by program. Please note that to get to your seat, you must walk up stairs. The card will have your seat listed in the upper right hand corner. Be sure you have your name card with you before you begin the procession.

Academic Attire

You are expected to wear the full academic dress (cap, gown & honor cord or master’s hood, if applicable). Graduates will put on their caps and gowns prior to rehearsal. Staff will be available to help. Please leave all valuables and personal items with family, friends or guests. Attire traditionally worn with the gown:

- Men -- dress shirt with collar, dark slacks, plain dark tie, and black shoes.
- Women -- dark dress, or skirt or pants and blouse, with black, closed-toed shoes.
Flip-flops, tennis shoes, and white shoes should not be worn. Please refer to the posted flyer labeled: THE GRAD, How to be a picture perfect graduate.

**How To Wear Academic Dress**

The gown should be worn straight. If need be, please **press your gowns** with a cool iron. The tassel is to hang on the front right side of the cap. Graduates should be careful not to let the tassel interfere while photographs are being taken. If applicable, honor cords should be worn around the neck with tassels hanging down from each side. Honor cords will be distributed according to University policy: gold for summa cum laude, burgundy for magna cum laude, and silver for cum laude. Staff will be available to help with master’s hoods.

**Photographs During The Ceremony**

To maintain the solemnity of the Ceremony, no one will be allowed onto the main floor to take photographs. Photographs may be taken by family and friends from the seating areas.

A professional photographer has been retained to take no obligation photos of each graduate. One shot will be shaking the President’s hand and the other will be in front of two flags. These photos will be made available by Grad Images, who will contact you directly at your University email address (or address listed on your name card) and give you the opportunity to purchase photos taken at graduation. Refer to flyer posted for more information. Estimated cost for a 5x7 print is $7.95 plus postage and handling. More information can be found on their website [www.gradimages.com](http://www.gradimages.com).

**Student Speaker**

The student speaker for the graduation ceremony is selected by the Graduation Committee. To be considered for this honor, you must meet the following requirements: 1) be receiving a baccalaureate degree, 2) have an institutional cumulative grade point average of 3.90 or higher, 3) be recommended by your school. All students who meet these requirements will have an information packet and application form mailed from Dr. Brooks. If you do not receive this information soon and would like to be considered for this honor, please call Dr. Brooks in Naples at (239) 513-1122 or (800) 466-8017 or email at mbrooks@hodges.edu.

**The Graduation Ceremony**

Graduation programs will be distributed to the guests as they enter Germain Arena. The program will list all graduates by program and list the order of exercises. The ceremony will begin with the Grand Marshal, followed by the faculty, graduates, and honored guests. Students will be seated by program alphabetically in the following order: master’s, bachelor’s, and associate candidates. Specific instructions on how to enter the main floor will be given in the Graduation Ceremony Review, to be posted online by May 3.
Graduates will enter the main floor down one side of the arena and will exit the other side so guests will have an opportunity to take photos no matter where they may be seated.

At a designated time, graduates will be asked to stand and will be invited individually to the stage to receive a diploma cover. Ushers will escort you to the stage in a systematic, orderly fashion. Once you reach the platform, present your individual name card to the announcer. As your name is read, proceed across the stage where you will be handed a diploma cover and greet the President and University Officials. Then, proceed down the ramp and promptly return to your seat as directed by a faculty member and be seated.

The academic formalities conclude with the benediction. Graduates are to stand as the honored guests leave the hall. You will then follow the faculty out of the auditorium. Do not leave the floor until directed to do so by a staff usher. Please advise your guests not to leave the Arena until the graduates have exited. Suggested family and friends meeting locations will be listed in the Graduation Ceremony Review document.

**Appropriate Conduct**

The University makes every attempt to plan and conduct a meaningful, dignified ceremony. The recognition of your academic achievements should be observed with respect. Disorderly conduct, rowdiness, or the presence of alcohol or drugs will be grounds for immediate removal and may result in your diploma being retained by the University.

Graduates are advised to use the restroom facilities prior to the start of the ceremony, as you will not be permitted to leave your seats once the Ceremony begins. Graduates are required to remain seated throughout the program. Parents, family, and friends are encouraged to follow this example, as leaving the Ceremony demonstrates extreme disrespect to all in attendance.

**Career Development**

Career Development is a continued service offered to the graduates of Hodges University during their entire lives. Resume writing, interviewing techniques, job search strategies and image consulting are a few of the services offered. Students are encouraged to remain in contact with the career development office in order to take advantage of these benefits and services. While we cannot guarantee placement, Hodges University will attempt to assist the graduate with job opportunities.

- Molly Grubbs – Career Development Coordinator, Ft. Myers (239) 482-0019 or (800) 466-0019
- Elena Comperatore – Career Development Coordinator, Naples (239) 513-1122 or (800) 466-8017
- Geoffrey Moser – Student Development Coordinator, Edison, SFCC, FKCC, and PHCC Learning Sites, and Distance Students  (239) 938-7721 or (800) 466-0019
Alumni Association

The Alumni Association of Hodges University was founded in 1992. **The mission of the Alumni Association is to support Hodges University, and to maintain the network of professional and social connections established as students in pursuit of lifelong learning.** All graduates of Hodges University are considered members of the association, and there are no membership fees or dues.

Alumni Affairs

Dr. Ron Bowman, Vice President of Student Development, serves as the Alumni Affairs Director. Dr. Marcia Brooks, Dean of Students, is the University's administrative advisor and contact person for the Alumni Association. The office is supported by the executive leaders and committees of the Alumni Association, and Wendy Gehring serves as the HUAA President.

Alumni Site and Alumni Social Network

The strength of the Alumni Association is dependent on communication and networking. Hodges currently maintains current events on our Alumni site, the main website, our Facebook page and our Twitter page. **IMPORTANT:** Alumni Affairs has launched its social network that is accessible at [alumni.hodges.edu](http://alumni.hodges.edu). Alumni are able to register and create a personal profile. The network interfaces with other social media such as Facebook, and this communication tool greatly benefits the future growth and connectivity of the Hodges University Alumni Association. Alumni newsletters are published electronically. To keep connected, register for free at [alumni.hodges.edu](http://alumni.hodges.edu).

The members of the Alumni Association also receive the newsletter, **The Torch**, published each semester by University Advancement. It keeps the alumni informed of news of the University, updates, alumni news and programs, meetings and profiles of alumni successes. Please keep the Alumni Association updated of any address and employment changes, professional accomplishments, and general alumni news so you may receive this newsletter and possibly be included in the publications or profiled on the social network. Contact us at [alumni@hodges.edu](mailto:alumni@hodges.edu). A current email address is important for alumni contact and receipt of alumni information. Also, please remember to contact the Registrar’s Office to update directory information such as: email address, home address, or phone number.

Alumni Events and Opportunities

Throughout the academic year, the Alumni Association will hold meetings announced through the alumni newsletter and postings on the Hodges University Alumni Association network. All graduates are encouraged to attend and participate as plans are made for events, programs, club and organizational meetings, as well as news of alumni services. The gatherings offer an excellent opportunity for networking and visiting with other Hodges University alumni.
Alumni and the Alma Mater

Your alma mater, Hodges University, wishes to maintain a positive relationship with its graduates and strongly supports the development of a proactive Alumni Association. Alumni may assist the institution through student referrals, professional mentorships, testimonials, and responding to the annual surveys from the Institutional Effectiveness Committee.

Please help the University by “spreading the word” of the quality of education available at Hodges University to the community. The future of your Alma Mater depends on continued enrollment of qualified, interested students. Encourage prospective students to consider attending Hodges University.

We welcome your inquiries regarding any of the programs or services listed in this brochure. Call, write or visit. E-mail contact is available at alumni@hodges.edu.

Dr. Ron Bowman
Alumni Affairs Director
Hodges University
2655 Northbrooke Dr.
Naples, Florida 34119
(239) 598-6110 or
(800) 466-8017 x6110

Dr. Marcia Brooks
Dean of Students
Hodges University
4501 Colonial Blvd.
Fort Myers, FL 33966
(239) 598-6144 or
(800) 466-0019 x6144

Wendy Gehring
HUAA President
Hodges University
2655 Northbrooke Dr.
Naples, FL 34119
(239) 598-6160 or
(800) 466-8017 x6160

Alumni Survey

As a graduate of Hodges University, we would like you to complete one final survey. The Office of Institutional Advancement will be sending you an Alumni Outcomes Survey, gold data sheet, and large return envelope. Please complete and return the survey at your earliest convenience. The survey may be dropped off at any of the Graduation Fairs or mailed back in the envelope provided.

Commencement Hotels

Local hotels have been contacted and they are excited to be offering special discounts to Hodges University students and family members for our Commencement Celebration Weekend events. **HU Graduates and Guests**- to secure these rates – at any of these hotels – identify yourself as being with Hodges University and you will be quoted these preferred rates. Please make your reservation early since these rates are based on availability at the time of reservation.
COURTYARD BY MARRIOTT
$ 99.00 2 Queens

@ Gulf Coast Town Center
10050 Gulf Center Drive (next door to Bass Pro Shop)
Fort Myers, FL 33913
239-332-4747

Situated in the heart of Gulf Coast Town Center, Courtyard by Marriott at I-75 and Gulf Coast Town Center is within walking distance to the newest upscale shopping, dining, and entertainment venues. Located off of I-75 and Alico Road (exit 128). Spacious rooms with work space and separate seating areas, free high-speed internet access, two telephones with data ports and voice mail, complimentary in-room coffee and tea, in-room hair dryer, iron and ironing board. Courtyard Café open for breakfast 7 days a week.

NOTE: This rate includes breakfast for two.

EMBASSY SUITES
$109.00 2 Doubles

10450 Corkscrew Commons Drive $ 99.00 King
Estero, FL 33928
239-949-4222 or 866-949-9491 or www.fortmyersembassy.com

Take I-75 to Exit 123. Go west onto Corkscrew Road. Hotel is on the right. Fort Myers only upscale, all suites, full-service hotel. Each suite has a private bedroom and spacious living room. Each room is fully equipped with two televisions, a refrigerator, microwave, coffee maker, two telephones with data ports and a dining/work table. Complimentary cooked-to-order breakfast, wireless internet, and nightly manager reception.

HAMPTON INN
$89.00

2630 Northbrooke Plaza Drive
Naples, FL 34119
239-596-1299

Take I-75 to Exit 111, next door to HU Naples Campus.

HILTON GARDEN INN FORT MYERS AIRPORT
$79.00 Single/Double

16410 Corporate Commerce Way
Fort Myers, FL 33913
239-210-7200

The Hilton Garden Inn www.fortmyersairportfgcu.hgi.com is a new hotel located on the corner of Alico and Treeline, just one mile from the Airport and located across the street from Gulf Coast Town Center with over 35 restaurants and 80 stores. The guest rooms are appointed with wireless high-speed internet access, mini-refrigerator, microwave oven and coffee maker, 37 inch flat screen HD television, large work desk, and additional amenities to make travelers comfortable.
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<th>Rate</th>
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<th>Contact Information</th>
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<td><strong>HOLIDAY INN</strong></td>
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<td>Ft. Myers Airport @ Town Center</td>
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<td></td>
<td>King</td>
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<td>Fort Myers, FL 33913</td>
<td>239-561-1550 or <a href="http://www.hiftmyersairport.com">www.hiftmyersairport.com</a></td>
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<td>2 Queens</td>
<td>$89.00</td>
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Ideally located near Interstate 75 (exit 128) in Ft. Myers, FL, the brand new Holiday Inn is three miles from Southwest Florida International Airport and three miles from Germain Arena. Hotel is adjacent to Gulf Coast Town Center. The 169 contemporary guest rooms feature cozy king or queen beds, spacious work desks, flat screen TVs, and free internet access. A microwave and a refrigerator are also included for your convenience. The hotel has complimentary airport shuttle service to/from the airport and Gulf Coast Town Center. An outdoor pool, a well-equipped Fitness Center, “oasis” indoor/outdoor lounge with firepit and a full-service restaurant with room service are some of the deluxe amenities.

To book this special rate on line, please refer to group code **HUG** or call 239-561-1550 and ask for the Hodges University Graduation (HUG) rate.

**NOTE:** This rate includes breakfast for two and is the hotel that the Graduation Party will be at the evening of June 4, 2011.

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The Homewood Suites [www.fortmyersairportfgcu.homewoodsuites.com](http://www.fortmyersairportfgcu.homewoodsuites.com) is a new all suite hotel located on the corner of Alico and Treeline, next to the Hilton Garden Inn and across the street from the Gulf Coast Town Center. We offer large comfortable Studio and one Bedroom Suites with separate living room areas, large work stations, fully equipped kitchens and additional amenities to make visitors feel right at home.

**NOTE:** Breakfast is included in the rate at the Homewood.