

USC Gould

School of Law

Commencement
Handbook
for the
Class of 2014

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Dear Class of 2014,

The **USC Gould School of Law** will hold commencement on **Friday, May 16, 2014 at 3:30 p.m. in Founders Park.**

The ceremony will last approximately 1 1/2 hours. Following the ceremony, graduates and their family and friends are invited to a reception hosted by the law school in nearby Associates Park.

Note: the School of Architecture will graduate in the same location before the law school's ceremony.

General information about the law school's ceremony is available online at <http://lawweb.usc.edu/events/commencement/> or select "commencement" from the Events webpage.

1. COMMENCEMENT CONTACTS

- Marie Cleaves, Executive Director of Events
mcleaves@law.usc.edu
- Kyle Jones, Registrar and Director of Student Records
kwjones@law.usc.edu
- Irene Tatevosyan, 3L Class President
Irene.tatevosyan.2014@lawmail.usc.edu

2. RECEIVING YOUR DIPLOMA

At many law schools, students do not receive their diplomas at commencement. It is common for law schools to withhold students' diplomas until all grades are final and each student has been cleared for graduation and certification to the Bar. To help make commencement a special day for you and your families, USC Gould will distribute official diplomas at commencement. In order to receive your diploma, you must first sign a form indicating that you agree to return the diploma if for some reason you do not meet all of the requirements for graduation. Therefore, if you wish to receive your diploma at commencement, you must complete the form that you will receive when you check-in on commencement day.

Note: students in the Entertainment and Business Law certificate programs will NOT be able to receive their certificates at the ceremony. Certificates will be mailed after the event.

3. ANNOUNCEMENTS/INVITATIONS

The law school Events Office will place ten (10) complimentary commencement announcements for the law school ceremony in your student mailbox in March. A sign-up sheet will be available for those who need additional announcements. Extras are limited and will be distributed by the Events Office. Further instructions will be provided in a handout distributed with your announcements.

4. CAPS AND GOWNS

Instructions about renting a cap and gown through the USC Bookstore (**beginning May 5**) are included in the attached commencement brochure. Be sure to order early, as they may run out of red doctoral (J.D.) gowns. Please make sure you receive a dark purple (not lavender) hood and a yellow (not black) tassel.

1. **Beginning May 5** go to the 3rd floor "supply desk" at the USC bookstore and inform the staff member at the desk that you are a law graduate. Note: they will not be able to take your order until May 5.
2. A bookstore staff member will take your measurements (height, weight and cap size) before giving you your regalia.
3. Please make sure that you receive the RED doctoral gown, a DARK PURPLE (not lavender) hood and a YELLOW (not black) tassel.
4. Doctoral regalia rents for \$99.99.

5. CORRECT PRONUNCIATION OF YOUR NAME

3L Class President, Irene Tatevosyan, will be reading your name as you walk across the stage to get your diploma. To ensure Irene reads your name correctly, she will be sending an email to all JD graduates about pronouncing your name. If you have a name that you think she might mispronounce, please email Irene at Irene.tatevosyan.2014@lawmail.usc.edu with your name phonetically spelled. If you like, include your telephone number and she will practice your name while you listen, or she will meet with you in person.

6. USC's MAIN COMMENCEMENT CEREMONY

The University's main commencement ceremony will also take place on Friday, May 16th. The ceremony will begin at 9:00 a.m. in Alumni Park (see attached brochure). You are **not** required to attend the University ceremony in order to participate in the law school's ceremony.

However, if you decide to attend the University's main commencement ceremony, be sure to get to campus VERY EARLY and tell your friends and family to do the same (*before 7 a.m. is best!*) Parking is at a premium, so the earlier you get to campus, the better. For the main ceremony, reserve your seats directly behind the graduates' seats (behind the fountain).

Note: Please sit with the general audience NOT with the graduates.

7. USC GOULD COMMENCEMENT LOCATION

- Our **commencement ceremony** will be held in Founders Park.
- Graduate **check-in** and lineup will take place in Founders Park (see map on page 5 of this handbook). This area will be well marked with law school signs.
- Our **post-ceremony reception** will take place immediately following graduation in nearby Associates Park (see map on page 5 of this handbook).

8. USC GOULD COMMENCEMENT DAY TIMELINE

The Gould School of Law, like all other schools on campus, will hold its own satellite ceremony separate from the University's main ceremony. The timeline is as follows:

- | | |
|-----------|---|
| 2:30 p.m. | Graduates assemble in Founders Park for check-in and line-up (see map on page 5). |
| 3:00 p.m. | Family and friends may begin securing seats for graduation – please do <u>not</u> try to find seats before 3:00 p.m., and we ask that your group take only the seats they will use so we can accommodate everyone. |
| 3:30 p.m. | Commencement ceremony begins in Founders Park. |
| 4:45 p.m. | Commencement ceremony ends. Reception begins in nearby Associates Park (see map on page 5). <ul style="list-style-type: none">○ Mingle with friends and family, pick-up your diploma and class gift, and drop-off your cap and gown. |
| 6:00 p.m. | If you wish to make dinner reservations, we suggest making them for 6:00 p.m. so you will have plenty of time to take care of things at the reception. |

9. RAIN PLAN

The ceremony and reception will take place rain or shine. If the weather is so inclement as to be dangerous, a rain plan will go into effect. Details of the rain plan will then be posted on the law school

website and an email will be sent to all graduates. If you have questions regarding inclement weather prior to event day, contact the law school Events Office at 213.740.3841.

10. PARKING

Parking will be available free of charge and is on a first come, first served basis. Disabled guests with blue, handicapped placards can park in designated handicapped parking spaces in the structures listed below.

For more information about handicapped parking, please see page 9 of this handbook.

You and your guests should use:

- Gate 3 / Parking Structure X at the intersection of Figueroa and USC McCarthy Way (across from The Lab Gastropub)

or

- Gate 4 / Parking Structure D at the intersection of Jefferson and Royal Street.

or

- PS1 / Parking Structure 1 at the intersection of Exposition and 37th Street.

or

- PS2 / Parking Structure 2 on Figueroa near the Radisson Hotel.

For a campus map visit the USC Maps and Directions web page at: <http://www.usc.edu/about/visit/upc/>.

See next page for a map and specific driving directions for the law school ceremony and reception.

Map and Driving Directions to the USC University Park (Main) Campus for the USC Gould School of Law Commencement Ceremony and Reception



110 (Harbor) North:

- To park in **Structure X (PSX)** take the Exposition exit. Go straight through the 37th Street light. Keep left. Go under the freeway bridge. Cross Flower at the light and turn right at Figueroa. Turn left at the light on 35th Street. Enter campus at Gate 3 and park in Structure X (PSX).
- To park in **Structure 1 (PS1)** take the Exposition exit. Go straight through the 37th Street light. Keep left. Go under the freeway bridge and turn left on Flower and then right at the structure entrance.
- To park in **Structure 2 (PS2)** take the Exposition exit. Go straight through the 37th Street light. Keep left. Go under the freeway bridge. Cross Flower at the light and turn right at Figueroa. Turn right into the structure entrance (by Radisson Hotel).

110 (Harbor/Pasadena) South:

- To park in **Structure X (PSX)** take the Exposition exit. Cross Flower at the light and turn right at the light onto Figueroa. Turn left at the light on 35th Street. Enter campus at Gate 3 and park in Structure X (PSX).
- To park in **Structure 1 (PS1)** take the Exposition exit. Turn left on Flower and then right at the structure entrance.
- To park in **Structure 2 (PS2)** take the Exposition exit. Cross Flower at the light and turn right at Figueroa. Turn right into the structure entrance (by Radisson Hotel).

10 (Santa Monica) East:

- To park in **Structure D (PSD)** take the Hoover exit, turn right at the light. Go all the way to where Hoover ends at Jefferson. Turn left on Jefferson and then right on Royal Street into Gate 4 and park in Structure D.
- To park in **Structure X (PSX)** take the Hoover exit, turn right at the light. Go all the way to where Hoover ends at Jefferson. Turn left on Jefferson, right on Figueroa. Turn right on 35th Street. Enter campus at Gate 3 and park in Structure X (PSX).
- To park in **Structure 1 (PS1)** take the Hoover exit, turn right at the light. Go all the way to where Hoover ends at Jefferson. Turn left on Jefferson then right on Flower (continue on Flower past Structure 2), cross Exposition and 37th Street, then turn right into the structure.
- To park in **Structure 2 (PS2)** take the Hoover exit, turn right at the light. Go all the way to where Hoover ends at Jefferson. Turn left on Jefferson then right on Flower. Turn right into the structure.

10 (Santa Monica) West:

- To park in **Structure D (PSD)** take the Hoover exit. Turn left on Hoover and go all the way to where Hoover ends at Jefferson. Turn left on Jefferson and then right on Royal Street into Gate 4 and park in Structure D.
- To park in **Structure X (PSX)** take the Hoover exit. Turn left on Hoover and go all the way to where Hoover ends at Jefferson. Turn left on Jefferson, right on Figueroa. Turn right on 35th Street. Enter campus at Gate 3 and park in Structure X (PSX).
- To park in **Structure 1 (PS1)** take the Hoover exit. Turn left on Hoover and go all the way to where Hoover ends at Jefferson. Turn left on Jefferson, then right on Flower (continue on Flower past Structure 2), cross Exposition and 37th Street, then turn right into the structure.
- To park in **Structure 2 (PS2)** take the Hoover exit. Turn left on Hoover and go all the way to where Hoover ends at Jefferson. Turn left on Jefferson, right on Flower and then right into the structure.

405 (San Diego) South or North:

- To park in **Structure D (PSD)** take the 405 to the 10 (Santa Monica Freeway). Go east (Los Angeles) on the 10. Take the Hoover exit, turn right at the light. Go all the way to

where Hoover ends at Jefferson. Turn left on Jefferson and then right on Royal Street into Gate 4 and park in Structure D.

- To park in **Structure X (PSX)** take the 405 to the 10 (Santa Monica Freeway). Go east (Los Angeles) on the 10. Take the Hoover exit, turn right at the light. Go all the way to where Hoover ends at Jefferson. Turn left on Jefferson, right on Figueroa. Turn right on 35th street. Enter campus at Gate 3 and park in Structure X (PSX).
- To park in **Structure 1 (PS1)** take the 405 to the 10 (Santa Monica Freeway). Go east (Los Angeles) on the 10. Take the Hoover exit, turn right at the light. Go all the way to where Hoover ends at Jefferson. Turn left on Jefferson, right on Flower (continue on Flower past Structure 2), cross Exposition and 37th Street, then turn right into the structure.
- To park in **Structure 2 (PS2)** take the 405 to the 10 (Santa Monica Freeway). Go east (Los Angeles) on the 10. Take the Hoover exit, turn right at the light. Go all the way to where Hoover ends at Jefferson. Turn left on Jefferson, right on Flower and then right into the structure.

101 (Hollywood/Ventura) South or North:

- To park in **Structure X (PSX)** take the 101 to the 110 south. Take the Exposition exit. Cross Flower at the light and turn right at the light onto Figueroa. Turn left at the light on 35th Street. Enter campus at Gate 3 and park in Structure X (PSX).
- To park in **Structure 1 (PS1)** take the 101 to the 110 south. Take the Exposition exit. Turn left on Flower and then right at the structure entrance.
- To park in **Structure 2 (PS2)** take the 101 to the 110 south. Take the Exposition exit. Cross Flower at the light and turn right at the Figueroa light. Turn right into the structure entrance (by Radisson Hotel).

5 (Golden State/Santa Ana) South or North:

- To park in **Structure X (PSX)** take the 5 to the 110. Go south on the 110. Take the Exposition exit. Cross Flower at the light and turn right at the light onto Figueroa. Turn left at the light on 35th Street. Enter campus at Gate 3 and park in Structure X (PSX).
- To park in **Structure 1 (PS1)** take the 5 to the 110. Go south on the 110. Take the Exposition exit. Turn left on Flower and then right at the structure entrance.
- To park in **Structure 2 (PS2)** take the 5 to the 110. Go south on the 110. Take the Exposition exit. Cross Flower at the light and turn right at the Figueroa light. Turn right into the structure entrance (by Radisson Hotel).

12. USC GOULD CEREMONY

Tickets

You do **NOT need tickets for our commencement ceremony.**

Attire

Commencement is held outdoors in Founders Park. Some of the area will be shaded by trees, but please be prepared to sit in a non-shaded area. We recommend sunscreen, sunglasses, hats, cool clothes and water. Umbrellas used for shade **will not be permitted** in the audience because they block the view for others.

We strongly advise **all graduates to wear flat, comfortable shoes** in order to navigate the rough grass and the steps leading up to the stage.

Seating

Your guests will be able to secure seats on a first come, first served basis. Family and friends should be seated by 3:15 p.m. We ask that your family and friends take only the seats they will use so that we are able to provide seating for everyone.

Disabled Seating

Please see page 10 of this handbook.

Ushers

Law staff members will be available to answer questions and direct your guests to water stations, restrooms, etc. Staff ushers will be easily identifiable by their USC Gould shirts.

Water

Guests: Bottled water will be available for purchase at nearby USC Commencement booths. Typically, commencement is a hot day. We recommend that guests bring extra bottles of water. Graduates: Bottles of water will be placed under each graduate's chair at the ceremony.

Restrooms

The closest restrooms are located in Taper Hall, Bovard and on Trousdale near the law school's ceremony (see map on page 5 of this handbook).

Balloons and Air Horns

Balloons and air horns will not be permitted in the general area.

Webcast

Our graduation ceremony will be broadcast live over the internet. The law school will also post the recorded webcast for viewing at a later date on the law school web page. For more information and technical requirements: click "commencement" on the Events webpage and then select "current webcast".

Video

Graduates and their family and friends will be able to purchase a DVD of the ceremony after the event. Online DVD orders will open at the end of March. Please check the law school's website (commencement page) for ordering information.

Photography

Professional photography service, Grad Images, will be at the ceremony taking pictures of each graduate on the stage as they shake hands with Dean Rasmussen. Several days after the ceremony, the photographer will send, via regular mail and email, free color proofs to each graduate with an offer to purchase prints.

Guests with cameras and video equipment will be permitted behind the roped-off areas.

GradImages™

Customer Service # 1.800.261.2576

Customer Service Email

service@gradimages.com

Website www.gradimages.com

13. USC GOULD RECEPTION

There will be a reception immediately following the commencement ceremony. The reception will feature light appetizers and beverages. Your friends and family are invited. We encourage you to make dinner plans. For those making a dinner reservation we suggest 6:00 p.m.

14. THINGS YOU SHOULD DO AT THE RECEPTION

All graduates should attend the reception to do the following things:

- Drop off your cap and gown
- Pick up your paper diploma
- Pick up your graduate gift

15. GUESTS WITH DISABILITIES

If someone in your party will require disabled seating, please contact the law school Events Office in Room 475 no later than 12:00 noon on Monday, May 5th or call 213.740.3841 or email events@law.usc.edu. Disabled seating must be reserved through this office in advance and is limited to (2) people per graduate.

Disabled guests with blue, handicapped placards can park in designated handicapped parking spaces in any of the campus parking structures. Disabled guests can also be dropped off at "Old Gate 2" which is located off of Figueroa Street. This will be the closest drop off point to the law school's ceremony in Founders Park. The Events Office can provide you with a map to show you the drop-off location. Stop by room 475 in the law school for more information.

If your guest will require a wheelchair, we suggest that they bring their own or rent one in advance, as the law school and the University do not have wheelchairs.

16. TRAVEL ACCOMMODATIONS

STA Travel is the official travel agency for commencement and can be reached by calling 213.254.2662. They have negotiated discounted rates with airlines, hotels and rental cars. We recommend that you contact them early to arrange your travel needs.

17. THE USC LAW ALUMNI EXPERIENCE – WHAT HAPPENS AFTER COMMENCEMENT?

As a graduate of USC Gould you are a lifelong member of the USC Gould School of Law Alumni Association and Trojan Family Network. Stay connected to enjoy the many privileges and benefits to which you are entitled, such as:

- **Bar Admission Ceremony - An important event just for you!** As a special way to kickoff your USC Gould alumni experience, the law school hosts an annual Bar Admission Ceremony the first week in December. This ceremony is exclusively for USC Gould graduates who pass the July California Bar Exam. Join your classmates at this on-campus event where you will be sworn in by USC Gould alumni judges and admitted to both state and federal courts.
- **Free Lifetime subscriptions to USC Gould and USC publications.** Upon graduating, you will receive USC Gould publications and electronic newsletters that provide the latest news about your fellow USC Gould grads and keep you up-to-date on a wide variety of USC Gould alumni activities. You will also receive USC's own *Trojan Family Magazine* to keep you informed about university happenings, along with information regarding the USC Alumni Association.
- **USC MyLaw Portal: USC Gould's Online Community.** The *MyLaw* portal is the online gateway to a variety of alumni activities and services. Share news via class notes, access career services for alumni and find contact information for your classmates. To log in or register go to: <http://mylaw2.usc.edu/login.cfm>
- **USC Gould Network via Social Media.** You can connect with USC Gould graduates and classmates via professional and social networking sites.
 - LinkedIn:** *USC Gould School of Law Alumni Group* (<http://linkedin.com/e/gjs/38373/5551FCD3B096D>)
 - Facebook:** *USC Gould School of Law Alumni Official* (<http://www.facebook.com/home.php#/pages/USC-Gould-School-of-Law-Alumni-official/37479498635?ref=ts>)
 - Twitter:** @USCGouldLaw or @USCLawDean
- **Free Lifetime Email Service from USC.** Your current student account will automatically transition to an alumni lifelong account. We will not close it or change it in any way. You can keep it forever.
- **Access to USC Gould alumni.** An important privilege of graduating from USC Gould is the ability to find and network with other USC Gould graduates. Whether you are moving to another city, seeking to build new professional relationships or trying to tap into a particular legal field, the USC Gould alumni network is a resource available to you via Development and Graduate Relations.

- ***Invitations to attend USC Gould Alumni Events.*** You're invited to join in the fun and camaraderie of the USC Gould Alumni Association. The association organizes a series of professional and social activities throughout the year. These activities include lecture series, MCLE events, seminars, community service projects, alumni mixers and regional receptions.
- ***USC Law Leadership Society.*** In addition to being invited to USC Gould Alumni events, there are also exclusive events and benefits for members of the Law Leadership Society. For more information about the USC Law Leadership Society, please visit <http://law.usc.edu/leadership>
- ***Stay connected to USC Gould.*** Just because you're graduating from the law school doesn't mean you can't stay involved! Part of the alumni experience includes volunteering your time to help enrich USC Gould and strengthen the Trojan Family Network. Volunteer opportunities include the annual Mentor Lunch for first-year, transfer and visiting students; serving as a representative in the USC Law Firm Challenge; participating on the USC Gould Alumni Association Board; or planning and attending your class reunions, just to name a few.

If you would like to find out how to volunteer your time to USC Gould, contact Development and Graduate Relations.

Contact Information:

Development and Graduate Relations

USC Gould School of Law
 1149 South Hill Street, Suite 340
 Los Angeles, CA 90015
 (213) 821-3560
alumni@law.usc.edu

Make sure to update your permanent address and email with Development and Graduate Relations at USC Gould so you won't miss any news.