

USC Gould

School of Law

Commencement
Handbook
for the
Class of 2016

TABLE OF CONTENTS

1. Commencement Contacts	1
2. Receiving Your Diploma	1
3. Announcements/Diploma Covers/Rings	2
4. Caps and Gowns	2
5. Correct Pronunciation of Your Name	2
6. USC's Main Commencement Ceremony	3
7. USC Gould Commencement Location	3
8. USC Gould Commencement Day Timeline	3
9. Rain Plan	4
10. Parking	4
11. USC Gould Commencement Speaker	8
12. USC Gould Ceremony	9
13. USC Gould Reception	11
14. Things You Should Do at the Reception	11
15. Wheelchair Seating	11
16. Travel Accommodations	11
17. The USC Law Alumni Experience – What Happens After Commencement?	12

Dear Class of 2016,

The **USC Gould School of Law** will hold commencement on **Friday, May 13, 2016 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
- Aba Cassell-Lemus, Registrar
aclemus@law.usc.edu
- Alex Brown, 3L Class President
Alex.brown.2016@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 and Alternative Dispute Resolution certificate programs will NOT be able to receive their certificates at the ceremony. Certificates will be mailed after the event.

3. ANNOUNCEMENTS/DIPLOMA COVERS/RINGS

The law school will provide each graduate with ten (10) complimentary commencement announcements for the law school ceremony. Announcements will be placed in student boxes in late March/early April. An email will be sent to all graduates when the announcements have been delivered. If you do NOT need all ten announcements, we encourage you to bring your extras to the Events Office in room 475 so that they can be given to those who would like additional announcements. The Events Office will have a sign-up sheet for those who would like additional announcements. Further instructions will be provided in a handout distributed with the announcements.

You will be given a complimentary diploma cover from the law school when you receive your diploma.

In addition, official graduation announcements, rings and diploma frames are sold by Herff Jones and should be ordered through USC's Commencement Accessories webpage:

<https://www.uscbookstore.com/c-22-graduation.aspx>

4. CAPS AND GOWNS

Be sure to order your cap and gown 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 2** 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 4.
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, Alex Brown, will be reading your name as you walk across the stage to get your diploma. To ensure Alex reads your name correctly, he will be sending an email to all JD graduates about pronouncing your name. If you have a name that you think he might mispronounce, please email Alex at alex.brown.2016@lawmail.edu with your name phonetically spelled. If you like, include your

telephone number and he will practice your name while you listen, or he 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 13th. The procession will begin at 8:30 a.m. and the ceremony will begin at 9:00 a.m. in Alumni Park. For more information about the University's main ceremony please visit: <https://commencement.usc.edu/>

You are **not** required to attend the University ceremony. An email was sent to you by 3L class president, Alex Brown in early February about signing up to participate. The deadline has passed, but if you would like to walk in the ceremony, please contact the law Events Office immediately at 213.740.3841 or at events@law.usc.edu.

Please note, the University has allocated a set number of seats for each school. Students must line up and walk in together as part of the ceremony. No late or walk-up seating will be allowed in the designated school seating areas on the morning of the event.

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).
- 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.

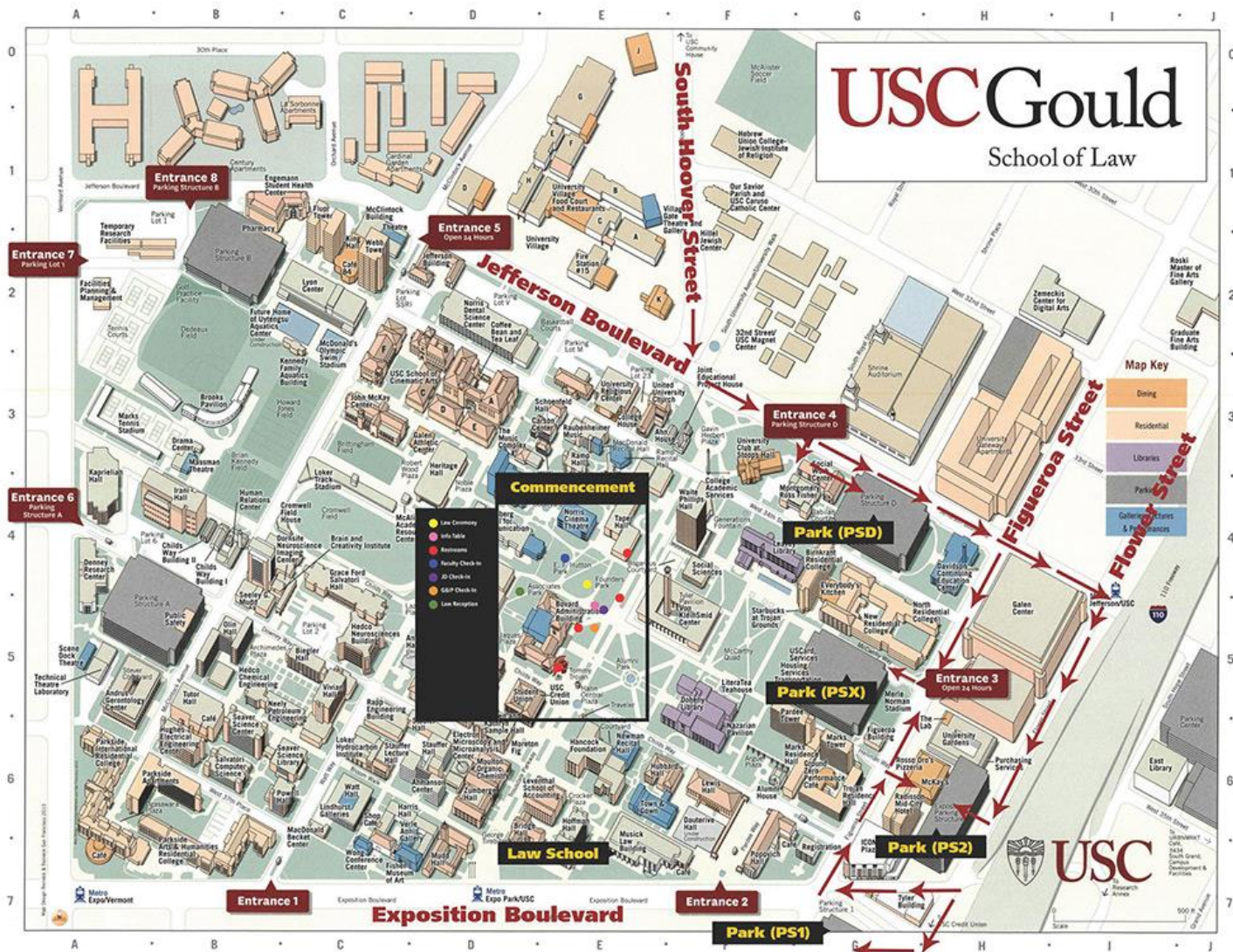
Disabled guests with blue, handicapped placards can park in designated handicapped parking spaces in the structures listed below. For more information about handicapped parking, please see page 10 of this handbook.

You and your guests should park in one of these structures:

- 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:
https://visit.usc.edu/maps-directions/university_park_campus/

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



DIRECTIONS:

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).

11. USC GOULD KEYNOTE SPEAKER

This year's commencement speaker will be Paulette Brown, president of the American Bar Association, and Partner and co-chair of the firm wide Diversity & Inclusion Committee at Locke Lord LLP, a national law firm.

Brown has held a variety of leadership positions within the ABA. She has been a member of the ABA House of Delegates since 1997 and is a former member of the ABA Board of Governors and its Executive Committee as well as the Governance Commission. While serving on the Board of Governors, Brown chaired the Program, Planning and Evaluation Committee. Brown has served on the Commission on Women in the Profession and was a co-author of "Visible Invisibility: Women of Color in Law Firms." Brown also chaired the ABA Council on Racial and Ethnic Justice (now Coalition on Racial and Ethnic Justice) and is a past co-chair of the Commission on Civic Education in our Nation's Schools. Brown served on the Section of Legal Education's Council on Legal Education and Admissions to the Bar and its Executive Committee. Brown joined the ABA Young Lawyers Division in 1976. She became active in the Section of Litigation in 1995, which has continued to be her section "home" ever since. She is a former member of The Fund for Justice and Education (FJE), FJE President's Club and a Life Fellow of the American Bar Foundation.

Brown has held many positions throughout her career, including as in-house counsel to a number of Fortune 500 companies and as a municipal court judge. In private practice, she has focused on all facets of labor and employment and commercial litigation.

Brown has been recognized by the National Law Journal as one of "The 50 Most Influential Minority Lawyers in America" and by the New Jersey Law Journal as one of the "prominent women and minority attorneys in the State of New Jersey." She has received the New Jersey Medal from the New Jersey State Bar Foundation and currently serves on its Board of Trustees.

Brown has repeatedly been named as a New Jersey Super Lawyer and by US News as one of the Best Lawyers in America in the area of commercial

litigation. In 2009, Brown was a recipient of the Spirit of Excellence Award from the ABA Commission on Racial and Ethnic Diversity in the Profession. In 2011, she was honored with the Margaret Brent Women Lawyers of Achievement Award by the ABA Commission on Women in the Profession. Brown, who served President of the National Bar Association from 1993-1994, received the NBA's highest honor, The C. Francis Stradford Award, in 2015.

Brown earned her J.D. at Seton Hall University School of Law and her B.A. at Howard University.

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.

Wheelchair Seating

Please see page 10 of this handbook.

Ushers

Law staff members will be available to answer questions and direct your guests. Staff ushers will be identifiable by their USC Gould shirts.

Water

Guests: Bottled water will be available for purchase at nearby USC commencement booths. 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).

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 commencement page on the law school's website 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 Guzman. 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 will be permitted behind the designated 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. 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. WHEELCHAIR SEATING

If someone in your party will require wheelchair seating at the law school ceremony, please contact the law school Events Office in Room 475 no later than 12:00 noon on Monday, May 2nd or call 213.740.3841 or email events@law.usc.edu. Wheelchair seating must be reserved through this office **in advance** and is limited to (2) people per graduate in an effort to accommodate all requests.

Guests with blue, handicapped placards can park in designated handicapped parking spaces in any of the campus parking structures or they can be dropped off at Gate 3 which is located at Figueroa and McCarthy Way (the entrance for Parking Structure X). 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, you will need to provide one or rent one in advance. 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/gis/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.