Commencement Handbook for the Class of 2009
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Dear Class of 2009,

The USC Gould School of Law will hold commencement on Friday, May 15, 2009, at 3:30 p.m. in McCarthy Quad. The ceremony will last approximately 1½ hours. Following the ceremony, graduates and their family and friends are invited to a reception hosted by the law school in the same location.

General information about the law school’s ceremony is available online at http://lawweb.usc.edu/commencement/ or select “commencement” from the Quick Links drop down menu on the law school’s home page.

1. COMMENCEMENT CONTACTS

- Marie Cleaves, Executive Director of Events mcleaves@law.usc.edu
- Kyle Jones, Director of Registration and Records kwjones@law.usc.edu
- Paula Mayeda, 3L Class President paula.mayeda.2009@lawmail.usc.edu
- Celina Munoz, 3L Class Vice President celina.munoz.2009@lawmail.usc.edu
- Breann Robowski, 3L Class Vice President breann.robowski.2009@lawmail.usc.edu

2. RECEIVING YOUR DIPLOMA

At many law schools, students do not receive their diplomas at commencement. It is common for the law school to withhold the 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 particularly special day for you and your families, at USC we do distribute official diplomas at commencement. So, what’s the catch? 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.
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 late 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 April 29th) 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.

We are pleased to announce that, in recognition of the high cost of education and the many fees each of you has already paid to USC, the law school will pay the rental fee for your regalia ($69.99). To ensure that your rental fee is covered you should NOT pay the rental for your regalia. If you pay the rental fee you will not be reimbursed. Please follow the procedures below to ensure that your rental fee is covered by the law school:

1. **Beginning April 29th** 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, and that the school is paying for your regalia. **Note: they will not be able to take your order until April 29th.**
2. We have provided the bookstore with a list of our graduating students. The list is organized by degree. If you are a dual degree student your name will appear at the end of the list after all of the JD students. You will, however, receive the same regalia.
3. After you are checked off on the list you will complete the appropriate paperwork at the 3rd floor supply desk to receive your regalia.
4. Please make sure that you receive the red doctoral gown, a dark purple (not lavender) hood and a yellow (not black) tassel.

5. CORRECT PRONUNCIATION OF YOUR NAME
3L Class President, Paula Mayeda, will be reading your name as you walk across the stage to get your diploma from Dean Rasmussen. To ensure Paula reads your name correctly, she will be sending an email to all J.D. graduates about pronouncing your name. If you have a name that you think she might mispronounce, please respond to her email with your name phonetically spelled. If you like, include your telephone number and she will practice your name while you listen.

6. USC MAIN COMMENCEMENT CEREMONY
The University’s main commencement ceremony will also take place on Friday, May 15th. The ceremony will begin at 9:00 a.m. in Alumni Park (see enclosed information). You are not required to attend the University ceremony in order to participate in the law school exercises.

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).

7. USC LAW COMMENCEMENT DAY TIMELINE
2:30 p.m. Graduates assemble on the north side of the Doheny Library for check-in and line-up.
3:00 p.m. Family and friends may begin securing seats for graduation – please do not try to find seats before 3:00 p.m. – 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 McCarthy Quad.
5:00 p.m. Commencement ceremony ends.
Reception begins (same location)
   o Pick-up your diploma and class gift and drop-off your cap and gown.
6:30 p.m. If you wish to make dinner reservations, we suggest making them for 6:30 p.m. so you will have plenty of time to take care of things at the reception.
8. LOCATIONS
Graduate check-in and line up will take place on the north side of Doheny Library which is next to McCarthy Quad (see map on page 5 of this handbook). This area will be well marked with law school signs. Our commencement ceremony will be held in McCarthy Quad. Our post-ceremony reception will take place immediately following graduation in McCarthy Quad.

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 serve basis. Disabled guests with blue, handicapped placards can park in designated handicapped parking spaces in the structures listed below.

You and your guests need to use:

Gate 3 / Parking Structure X at the intersection of Figueroa and USC McCarthy Way (across from Sizzler Restaurant) or

Gate 5 / Parking Structure D at the intersection of Jefferson and McClintock (across from the University Village Shopping Center) 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 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.

- 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.

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 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.

- 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.

**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 Flower and then 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. KEYNOTE SPEAKER
This year’s commencement speaker is California Attorney General, Edmund G. Brown Jr. Please visit the law school’s commencement web pages to read his biography.

### 12. CEREMONY
You **DO NOT** need tickets for our commencement ceremony.
Seating is open and there is plenty of seating available.

**Seating**
Your guests will be able to secure seats on a first come, first serve basis **after** 3:00 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**
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 Tuesday, May 5\textsuperscript{th} 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 (3) people per graduate.

**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 shirts and nametags.

**Water**
**Guests:** Bottled water will be available for purchase at a nearby university water station for $1 - $2. Typically, commencement is a hot day so you may want to advise your guests to bring extra bottled water. **Graduates:** Bottles of water will be available for each graduate at the ceremony (under your chair).
**Sunscreen**
All of the seats will be in shade (our ceremony will be covered by a canopy), however, some parts of the audience (those seated on the perimeter) may be exposed to some sunlight. In contrast, our reception will not be covered. We suggest sunscreen, hats and sunglasses for your guests as needed.

**Restrooms**
Restrooms are located in the Von Klein Schmidt building, Leavey Library and surrounding area (see map on page 5 of this handbook). Signs will be posted to direct your guests.

**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. Check out this website for more information and technical requirements: [http://law.usc.edu/news/commencement/webcast.cfm](http://law.usc.edu/news/commencement/webcast.cfm) or click on “commencement” from the Quick Links drop down menu on the law school’s homepage and then select “webcast”.

**Photography/Video**
Professional photography service, Bob Knight Photo, will be at the ceremony taking pictures of each graduate on the stage. 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, designated areas (white chains).

A complimentary DVD of the law school ceremony will be sent to each graduate over the summer. Please be sure we have your post law school mailing address.

**13. 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 Tuesday, 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 (3) 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 Gate 3 which is located at Figueroa and McCarthy Way (the entrance for Parking Structure X) which will be the closest drop off point to the law school's ceremony in McCarthy Quad.

14. **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.

15. **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

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

Graduating from USC Law means that you automatically become a member of the Trojan Family alumni network. We want you to stay connected and to enjoy the many privileges and experiences of being a graduate of the law school and the University, such as:

- **Free Lifetime subscriptions to USC Law and USC publications.**
  Upon graduating, you’ll begin to receive in the mail the *USC Law Magazine*, the law school’s premier news publication and *Deliberations*, which provides the latest news about your fellow USC Law grads and a variety of USC Law alumni activities. Also, you’ll receive USC’s own *Trojan Family Magazine* to keep you up-to-date on university happenings, along with information regarding the USC General Alumni Association. Make sure to update your permanent address and email with Development and Graduate Relations at USC Law so you won’t miss a single issue. (See contact information below.)

- **Welcome to USC Law Online Communities**
  **USC MyLaw Portal**
  *MyLaw* allows students, alumni, faculty, and staff to interact online via discussion forums, messaging, email, class facebooks, class notes and more. Via the *MyLaw Community* you have access to a wide selection of services and web applications that are designed to keep you
connected. To log in or register go to: http://law.usc.edu/mylaw. You can also connect with USC Law graduates and classmates via professional and social networking sites.  
LinkedIn: USC Law Alumni Group (http://linkedin.com/e/gis/38373/5551FCD3B096D)  

- **Free Lifetime Email Service from USC.** Your current student account is your lifetime email account. It will transition to become an alumni lifelong account. We will not close it or change it in any way. You can keep it for as long as you want to use it.

- **Access to USC Law alumni.** An important privilege as a graduate of the law school is the ability to find and network with other USC Law graduates. In addition to the MyLaw Community, contacting Development and Graduate Relations will give you the means to help you build that network. Whether you are moving to another city, seeking to build new professional relationships or trying to tap into a particular legal field, the USC Law alumni network is a resource available to you via Development and Graduate Relations.

- **Invitations to Join in USC Law Young Alumni Events.** The Young Alumni Committee organizes a series of annual social events in Los Angeles. From attending sporting events, parties alumni bar reviews, regional receptions and more, you’re invited to join in the fun and camaraderie with USC Law alumni. Make sure to update your permanent address and email with Development and Graduate Relations so you don’t miss out.

- **Invitations from USC Law to participate in Alumni Events.** Just because you’re graduating from the law school doesn’t mean you have to miss out on future law school events! Part of the graduate experience includes volunteering your time to help enrich the many programmatic aspects of USC Law and helping to strengthen the Trojan Family Network. Volunteer and participation opportunities include the annual Mentor Lunch for first-year, transfer and visiting students, attending our law school football tailgate parties prior to a USC home game, completing your pledge to the 3L Class Gift Program, participating in the USC Law Firm Challenge, 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 Law, contact Development and Graduate Relations.
• **Bar Admission Ceremony.** As a special way to kickoff your USC Law alumni experience, the law school hosts a special Bar Admissions Ceremony in early December, exclusively for USC Law graduates who pass the July 2009 California Bar Exam. You and your classmates will be invited to attend this on-campus event where you will be sworn in by USC Law alumni and admitted to both state and federal courts.

Don’t miss your invitation to this important event – make sure to update your permanent address and email with Development and Graduate Relations today!

**Contact Information:**

**Development and Graduate Relations**  
USC Gould School of Law  
1149 South Hill Street, Suite 340  
Los Angeles, CA  90015  
(213) 743-1710  
alumni@law.usc.edu