February 27, 2015

Dear OU Senior, Parent(s), Family, and Friends,

I am writing because you are or you have a student at Ottawa University who is expected to participate in the Commencement ceremony on May 9, 2015. It’s time to begin making plans for a very special day in your or your student’s life. This booklet is provided to students who plan to graduate this May, as well as those who completed their studies last fall and are interested in participating in the ceremony. Please note that students who have not completed all the academic requirements will not be allowed to participate in the Commencement ceremony.

**IMPORTANT ANNOUNCEMENT:** Given the number of students graduating and recent renovations in the Fredrikson Chapel, we have transitioned to ticketed seating for this year’s Commencement. To accommodate family and guests, each graduate will be allocated six (6) tickets for admission to the ceremony in the Fredrikson Chapel. Though we will not be able to provide seating for additional guests in the Chapel, overflow guests are welcome and encouraged to view the Commencement Ceremony in multiple locations on campus where the ceremony will be broadcast through video projection.

Within this booklet is the schedule of events, as well as important information concerning the Commencement process, including notes on caps and gowns, lodging, and more. As soon as possible, please call the motel of your choice to reserve your room(s). To receive a special discount rate, inform the motel that you are attending the Ottawa University Commencement.

We want to express a heartfelt thanks to our graduates’ family and friends for their ongoing support and encouragement. Family and friends have sustained generations of OU students for more than 150 years. Thank you for continuing the tradition!

We look forward to seeing you on Saturday, May 9, 2015!

Sincerely,

Terry Haines
Executive Vice President and University Provost
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Schedule of Events
150th Anniversary Commencement

Friday, May 8, 2015

5:00 p.m. — Demonstration Rehearsal
Graduates will be given brief instructions regarding the Commencement Ceremony.
Location: Fredrikson Chapel

5:30 p.m. — Ticket Pick-Up
Immediately following rehearsal, graduates may pick up their commencement tickets. Student ID is required.
Location: Fredrikson Chapel, Narthex

5:45 p.m. — Grad Grill
The OU Alumni Association and Student Senate invites all graduating seniors (no dates or family) to a special celebration immediately following Commencement rehearsal. Please join us for this “new senior tradition.” Obtain your free ticket from nori.hale@ottawa.edu in the Office of University Advancement.

Saturday, May 9, 2015

9:00 a.m. — Doors Open for Seating
Location: Fredrikson Chapel

10:00 a.m. — Assemble for Processional
Graduates will assemble in Myers Library for the Commencement processional.
Location: Myers Library; in the case of rain, meet in the Fredrikson Chapel, education wing

10:30 a.m. — 150th Anniversary Commencement
Location: Fredrikson Chapel

12:00 – 1:00 p.m. — Reception
This is open to graduates, parents, faculty, staff, and alumni.
Location: Mall between the Administration and Ward Science buildings
Tickets and Viewing Information

Admission to Ottawa University’s 2015 Commencement Ceremony at The College in Ottawa, Kansas, requires tickets. Each graduate will receive six (6) tickets for family and guests to attend the Commencement Ceremony inside the Fredrikson Chapel.

While there is limited seating available within the Fredrikson Chapel, there will be multiple locations designated on campus where the ceremony will be livestream broadcasted. The Gibson Student Center’s Hetrick Bistro will provide a more family friendly viewing area with continental breakfast items and Starbucks beverages available for purchase.

Ticket Pick-up Information
The graduate will need to be the individual picking up the tickets for admission from the designated location. Student I.D. is required for pick-up.

Tickets will be available for pick-up on Friday, May 8, 2015, immediately following rehearsal, in the Fredrikson Chapel, Narthex. Exceptions may be arranged by contacting Vicki Keling at 785-248-2570.

Livestream Viewing Locations
Designated rooms for the livestream viewing of commencement will be announced closer to the event date. You may check online at www.ottawa.edu/commencement for updates, or look for postings around campus.

Photographs
Kramer Photos will be providing photography for Commencement. Photos may be ordered online at http://www.zenfolio.com/kramerphotos/p505537442. If you have questions, you may contact Kramer Photos at kramerphotos1@yahoo.com or visit their website at www.kramerphotos.com

Graduation Announcements
Ordering
Orders can be placed through the University Bookstore. Announcements may also be purchased by calling 800-433-0296 or online at (www.cbgrad.balfour.com). To order online, select the campus and graduation time.

Class Rings
If you are interested in ordering a class ring, you will find a wide variety of options by visiting www.jostens.com.
Cap and Gown

Pick-up
Graduates who did not get their gowns at Grad Fair, may pick up their caps and gowns in the University Bookstore.

Preparation of Gown
Gowns are packaged in plastic bags and should be removed and hung to allow the wrinkles to come out. You may find it helpful to hang it in the bathroom area to allow steam from a hot shower to help pull out wrinkles, or you may choose to steam them. Due to the gown material, a hot iron should NOT be used to remove wrinkles.

Student Commencement Regalia
Adornments, paraphernalia, messaging, or any other additions to commencement regalia issued to students specifically for this ceremony are not allowed unless specific prior approval is received from the campus Dean of Instruction. Any approved additions to commencement regalia must be academic in nature, which includes appropriate cultural identification or accents that are historical in nature (tradition, academic honorary, heritage, etc.). Students seeking approval for adornments to their academic commencement regalia must complete the Regalia Adornment Exception Form, which can be found by request in the Dean of Instructions Office.

Local Lodging Options

We hope the following information on motels will be helpful in finding lodging for the weekend.

<table>
<thead>
<tr>
<th>Motel</th>
<th>Address</th>
<th>Phone Numbers</th>
<th>Websites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Best Western</td>
<td>606 East 23rd Street</td>
<td>888-212-0452 785-242-2224</td>
<td><a href="http://www.bestwestern.com">www.bestwestern.com</a></td>
</tr>
<tr>
<td>EconoLodge</td>
<td>2321 South Cedar Street</td>
<td>800-553-2666 785-242-3400</td>
<td><a href="http://www.econolodge.com">www.econolodge.com</a></td>
</tr>
<tr>
<td>Comfort Inn</td>
<td>2335 South Oak Street</td>
<td>800-424-6423 785-242-9898</td>
<td><a href="http://www.comfortinn.com">www.comfortinn.com</a></td>
</tr>
<tr>
<td>Knights Inn</td>
<td>1641 South Main Street</td>
<td>877-242-6067 785-242-4842</td>
<td><a href="http://www.knightsinn.com">www.knightsinn.com</a></td>
</tr>
<tr>
<td>Super 8 Ottawa</td>
<td>2315 South Oak Street</td>
<td>800-800-8000 785-242-5551</td>
<td><a href="http://www.super8.com">www.super8.com</a></td>
</tr>
<tr>
<td>Travelodge</td>
<td>2209 South Princeton Road</td>
<td>800-578-7878 785-242-7000</td>
<td><a href="http://www.travelodge.com">www.travelodge.com</a></td>
</tr>
</tbody>
</table>

Note
Inform the motel personnel that your reservation is for Ottawa University’s Commencement to see if a discount is available.

Local Dining Options

There are a variety of dining options throughout the Ottawa community. For the most up-to-date list of dining options, visit www.visitottawakansas.com.
Parking

There are a total of seven parking lots on the Ottawa University, Ottawa campus. Six of those lots are open to general parking for Commencement weekend. There will be some shuttle services available from those lots. The general parking lots are located at:

- 11th and Mulberry Streets (southeast corner of campus)
- 11th and College Streets (south central entrance to campus)
- 11th Street between College and Cedar (south entrance to campus)
- Mulberry Street (east entrance to campus)
- 9th and Oak Streets (two lots; north central entrance to campus)

Handicap Parking
One lot is reserved for handicap parking and is referred to as the horseshoe parking lot. It is located at:
- 10th and Cedar Streets (west entrance to campus)

Campus Map

Future Plans

In the future, should you find yourself in need of creating new career opportunities, remember that Career Services is here to help you with the process.

Questions

Joanna Walters
Director of Career Development and Placement
785-248-2350

Online Resources

Visit the Ottawa University website at Ottawa.edu/Commencement.

There you will find information concerning the 2015 Ottawa University Commencement. An electronic version of this booklet can be found there.
Special Assistance
If you have special needs or require assistance, please contact Rusty Burton with OU Campus Security at 785-214-0070. Feel free to communicate with us prior to the event date.

Whom to Contact
Cap, Gown, Ring, and Graduation Announcements  Rebecca Campbell
785-248-2411
rebecca.campbell@ottawa.edu

Transcripts
www.ottawa.edu
Click on “Transcript Request” in the footer.

Lodging
See page 6

General Questions  Vicki Keling
785-248-2570  •  800-755-5200, #9
vicki.keling@ottawa.edu

Special Thanks
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