February 26, 2016

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 7, 2016. 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 five (5) 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 the Gibson Student Center, Hetrick Bistro 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 151 years. Thank you for continuing the tradition!

We look forward to seeing you on Saturday, May 7, 2016!

Sincerely,

Terry Haines
Executive Vice President and University Provost
Table of Contents

Schedule of Events ......................................................... 4
Tickets and Viewing Information ................................. 5
Cap, Gown, Graduation Announcements and Class Rings .... 6
Local Lodging Options ...................................................... 6
Online Resources ............................................................... 7
Local Dining Options ......................................................... 7
Parking and Campus Map .................................................... 7
Future Plans and Handicap Accessibility ......................... 8
Who to Contact ............................................................... 8
Schedule of Events
151st Anniversary Commencement

Friday, May 6, 2016

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 Janice Trigg (Office of University Advancement) by emailing janice.trigg@ottawa.edu.*

Saturday, May 7, 2016

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

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

10:30 a.m. — 151st Anniversary Commencement
Location: Fredrikson Chapel

12:00 — 2:00 p.m. — Lunch Reception
*This is open to graduates, parents, faculty, staff, and alumni.*
Location: Gangwish Library, Schendel Conference Center
Tickets and Viewing Information

Admission to Ottawa University’s 2016 Commencement Ceremony at The College in Ottawa, Kansas, requires tickets. Each graduate will receive five (5) tickets for family and guests to attend the Commencement Ceremony inside the Fredrikson Chapel.

While there is limited seating available within the Fredrikson Chapel, the Gibson Student Center’s Hetrick Bistro is the designated site where the ceremony will be livestream broadcast. This location will provide a more family friendly viewing area with Starbucks and other 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 6, 2016, immediately following rehearsal, in the Chapel, Narthex. Exceptions may be arranged by contacting Vicki Keling at 785-248-2570.

Livestream Viewing Locations
Livestream viewing of commencement will be in the Gibson Student Center, Hetrick Bistro for a more family-friendly atmosphere. You may check online at www.ottawa.edu/commencement for updates or the link to share with guests unable to attend the ceremony.

Questions
Vicki Keling
Commencement Coordinator
785-248-2570

Photographs
Kramer Photos is the official photographer for Commencement. Photos may be ordered online at www.kramerphotos.zenfolio.com/p3535457. Proofs will be sent to the address on file following Commencement and a display of offerings will be located in the Chapel Narthex prior to the ceremony. If you have questions, you may contact Kramer Photos directly at kramerphotos1@yahoo.com or visit their website at www.kramerphotos.com

Graduation Announcements
Ordering
Orders can be placed through the Gangwish Library, Braves Fan Shop. 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.

Questions
Rebecca Campbell
Director, Auxiliary Services
785-248-2411
Cap and Gown

Pick-up
Graduates who did not get their gowns at Grad Fair, may pick up their caps and gowns in the Gangwish Library, Braves Fan Shop.

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 regalia must complete the Regalia Adornment Exception Form, which can be found by request in the Dean of Instruction’s Office (Administration Building, Suite 200).

Local Lodging Options

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

**Best Western**
606 East 23rd Street
Ottawa, KS 66067
888-212-0452
785-242-2224
www.bestwestern.com

**EconoLodge**
2321 South Cedar Street
Ottawa, KS 66067
800-553-2666
785-242-3400
www.econolodge.com

**Super 8 Ottawa**
2315 South Oak Street
Ottawa, KS 66067
800-800-8000
785-242-5551
www.super8.com

**Comfort Inn**
2335 South Oak Street
Ottawa, KS 66067
800-424-6423
785-242-9898
www.comfortinn.com

**Knights Inn**
1641 South Main Street
Ottawa, KS 66067
877-242-6067
785-242-4842
www.knightsinn.com

**Travelodge**
2209 South Princeton Road
Ottawa, KS 66067
800-578-7878
785-242-7000
www.travelodge.com

**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)

Additional parking close to campus is available in the First Christian Church parking lot, located at the northwest corner of 11th and Cedar Streets (noted at the bottom of the map below).

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.

Online Resources

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

There you will find information concerning the 2016 Ottawa University Commencement. An electronic version of this booklet can be found there.

Questions

Joanna Walters
Director of Career Development and Placement
785-248-2350
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 .............................................................................................................. Individual Motels
See page 6

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

Special Thanks

Ottawa University wants 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 151 years.