

**MGH INSTITUTE OF HEALTH PROFESSIONS
COMMENCEMENT 2019
STUDENT INFORMATION BOOKLET**



**This booklet contains important information
for 2019 graduates about:**

Commencement 2019

Monday, May 13, 2019

The Boston Convention and Exhibition Center (BCEC)

415 Summer Street

Boston, MA 02115



Greetings!!

Commencement is just around the corner! ***The 2019 All Institute Commencement Ceremony*** will be held on Monday, May 13th, 2019 at the Boston Convention and Exhibition Center (BCEC) in Boston. This booklet will provide you with detailed information about these events. Please read all information carefully.

Enclosed, you will find the following information:

- Event details
- Cap and Gown (Regalia) information
- Floor plans for the Boston Convention and Exhibition Center (BCEC)
- Directions to the BCEC with parking information
- (5) complimentary invitations and (5) tickets for admission to the Commencement Ceremonies

Tickets will be required for entrance to this event. In this packet, you are provided with five 5 complimentary invitations to be used to invite guests to the ceremony. Along with the invitations, 5 tickets for admission are included and are to be used by your guests for entrance to the Commencement Ceremony. Please be sure to tell invited guests to hold these tickets in a secure place and have them with them on Commencement Day as replacements will not be available, and no admission will be allowed without them. **NOTE: Children who will be seated on a guest's lap will not need a ticket. Children requiring their own seat will need a ticket**

Hopefully you have ordered your Cap and Gown through University Caps and Gown, INC. Caps and Gowns are delivered directly to you based on the information provided at the time of your order. If you have not ordered, please do so by logging in to your IONLINE account and click on "Order Graduation Cap and Gown" in the Graduation Forms section of the student menu. **Important note: Caps and Gowns are yours to keep after the Commencement Ceremonies.**

Graduation gowns will be worn at this Event. **All Graduating Students** - please report to the Boston Convention and Exhibition Center, Level 2 by no later than 10:30 a.m. on Monday, May 13. Check in on Level 2 – west side of the building, and then report to room 210ABC for preparation for line-up. Your program staff will assist you with line-up, proper positioning of your hood, and any other instructions. Guests should be directed to the ballroom on level 3 where doors will open at 11:00 a.m.

Please review the remaining information/instructions carefully.

Schedule for Graduation Day - Monday, May 13th:

Event	Time	Location
All Graduates Report Time	10:30 a.m.	Boston Convention and Exhibition Center Check in on Level 2 West Side Then report to Room 210ABC for lineup
Procession Begins	11:45 a.m.	Ballroom Lobby East/West- 3 rd Floor
Commencement Ceremony	12:00 noon sharp	Ballroom East/West - 3 rd Floor
Diploma Pick-up (May grads only)	Immediately following the afternoon ceremony	Level 1 at the Main Entrance - IHP Information Table.

Note: Light snacks and drinks will be available in room 201ABC during line-up and preparation. Options will be available on the 1st floor of the Convention Center for food and snacks for our guests. Starbucks is also located on the ground floor lobby of the Westin Boston Waterfront Hotel adjacent to the BCEC and is open from 6 a.m. to 7 p.m.

Commencement Ceremony Details

10:30 a.m. – Report to the Convention Center and check in on Level 2 – west side of the building.

11:00 – 11:40 a.m. - Program Staff will prepare all graduates for the lineup at the Boston Convention and Exhibition Center in room 210ABC on Level 2. Upon check in you will receive an index card with your name that you will hand to the reader just before you cross the stage. Please do not make any marks on the card, as notations may have been made by the announcer to assist in the correct pronunciation of your name. Your program staff will review the seating and stage instructions with you. ***Please follow the directions of your program staff member.***

11:45 a.m. - The academic procession begins, moving from Level 2 up to the Ballroom East/West on Level 3. Please follow the directions of your Program Staff and Faculty Marshals.

12:00 noon sharp - Commencement Ceremony begins.

2:15 pm (approx.) - Commencement Ceremony ends. After the stage party, directors, and faculty have recessed, graduates will recess from the ballroom, at the direction of the Faculty Marshals, and return to room 210ABC on Level 2 to pick up personal belongings.

Commencement Ceremony Logistics

Reader Cards: At check-in, you will be handed a reader card which will have your name on it as it will be read when you walk across the stage. **DO NOT LOSE THIS CARD!!** Do not make any markings on the card or any changes to your name. There will already be phonetic mark-ups for the Readers based on information that you provided. Hold onto the card throughout the ceremony and be sure to bring it with you when you move to walk across the stage to get hooded (graduate programs only) and receive your diploma (see information below about diplomas/certificates).

Seating: The Faculty Marshals will direct the seating. Graduates will be seated in the auditorium in the center section alphabetically within programs. It is important to maintain your place in the procession so that you will be in the correct order for the awarding of diplomas/certificates.

Conferring of degrees, hooding and presentation of diplomas and certificates: After awards presentations, President Milone-Nuzzo will ask the graduates (by program) to stand for the conferring of degrees and hooding (Masters and Doctoral Degrees will be hooded on stage). When President Milone-Nuzzo finishes speaking, graduates in the first row are to remain standing and, as directed by the Faculty Marshals, are to move out of the row to their left, forming a line in the aisle in preparation for going forward to receive their diplomas. To not block the view of those seated behind, other program graduates should then be seated until it is time for their row to stand and go forward. Please note, you may not end up in the same seat after your degree has been conferred so do not leave belongings on your seat.

When you reach the stage, hand your name card to the reader. Walk up the stairs and move cross the stage, **stop to be hooded if you are a Master or Doctoral candidate**, shake hands with and receive congratulations from your Dean/Program Chair and then shake hands with President Milone-Nuzzo and the Chair of the Board before exiting the stage. Continue down the steps on the right side of the stage where you will be handed a diploma cover, pause for another photo, and file back into your row to your seat.

Recessional: At the end of the ceremony, the Faculty Marshals will direct the stage party, the Program Directors, and the Faculty to recess **first** and form a corridor in the lobby outside of the Ballroom. At the direction of the Faculty Marshals, the graduates will then recess through this corridor to applause and continue in line directly back to room 210ABC. It is necessary that you stay with your classmates and not break away from the line to ensure a smooth and safe exit from the ballroom. Guests will follow once the procession has left the ballroom. You should plan to meet back up with guests on Level 1 once you have gathered your belongings from room 210ABC.

Diplomas/Certificates: **May 2019 Graduates** will be given a diploma pick-up ticket at Check-In. This is your ticket to pick up your actual diploma after the ceremony on Level 1. **January Graduates** have already received actual Diplomas/Certificates. Diplomas/Certificates for students completing in **September of 2019** will be mailed upon successful completion of all degree requirements followed by a vote of the Board of Trustees in September. Note: **Any May 2019 diplomas not picked up on Commencement day will be mailed. Be sure to keep your address updated on IONLINE if your diploma will be mailed.**

Proper attire: As the gowns are black, it is suggested that you wear dark shoes for the ceremony. No sandals, flip-flops or sneakers are allowed! **We ask that you respect the dignity of this event by making no modifications to Graduation Caps or Gowns. Staff will monitor this and will ask you to remove any modifications that may have been made. Visit the Commencement webpage for more [information about Academic Regalia.](#)**

Additional Information

Parking:

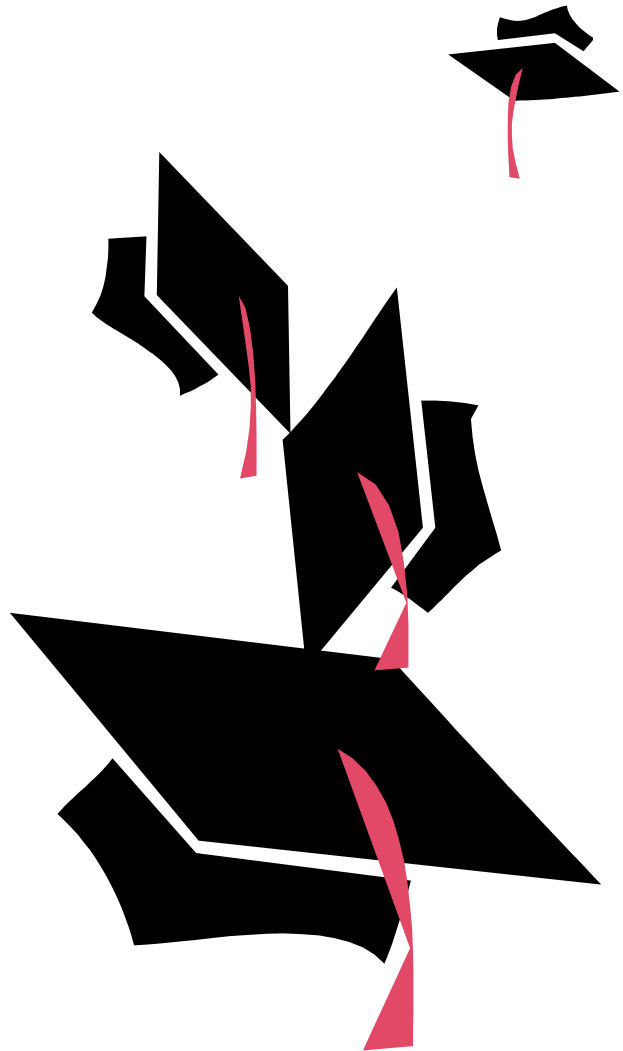
Option 1: Valet Parking: Valet parking (\$30) will be available. To access from Summer Street, turn onto East Side Drive and the valet area will be immediately on your right. The BCEC accepts cash and all major credit cards.

Option 2: BCEC South Parking Lot: To self-park in the BCEC South Lot, from Summer Street, turn onto East Side Drive, drive past the valet area, and continue straight along the side of the building. At the end of the building, make a right and go down the ramp. At the bottom of the ramp, turn left and you will see the entrance to the South Parking lot in front of you. Parking rates are \$20 for regular sized vehicles and \$40 for oversized vehicles. There will be a free shuttle from the South Parking Lot throughout the day that will drop off at the Northwest Lobby Entrance on the West side of the building. This will provide easy access to the line-up area on Level 2.

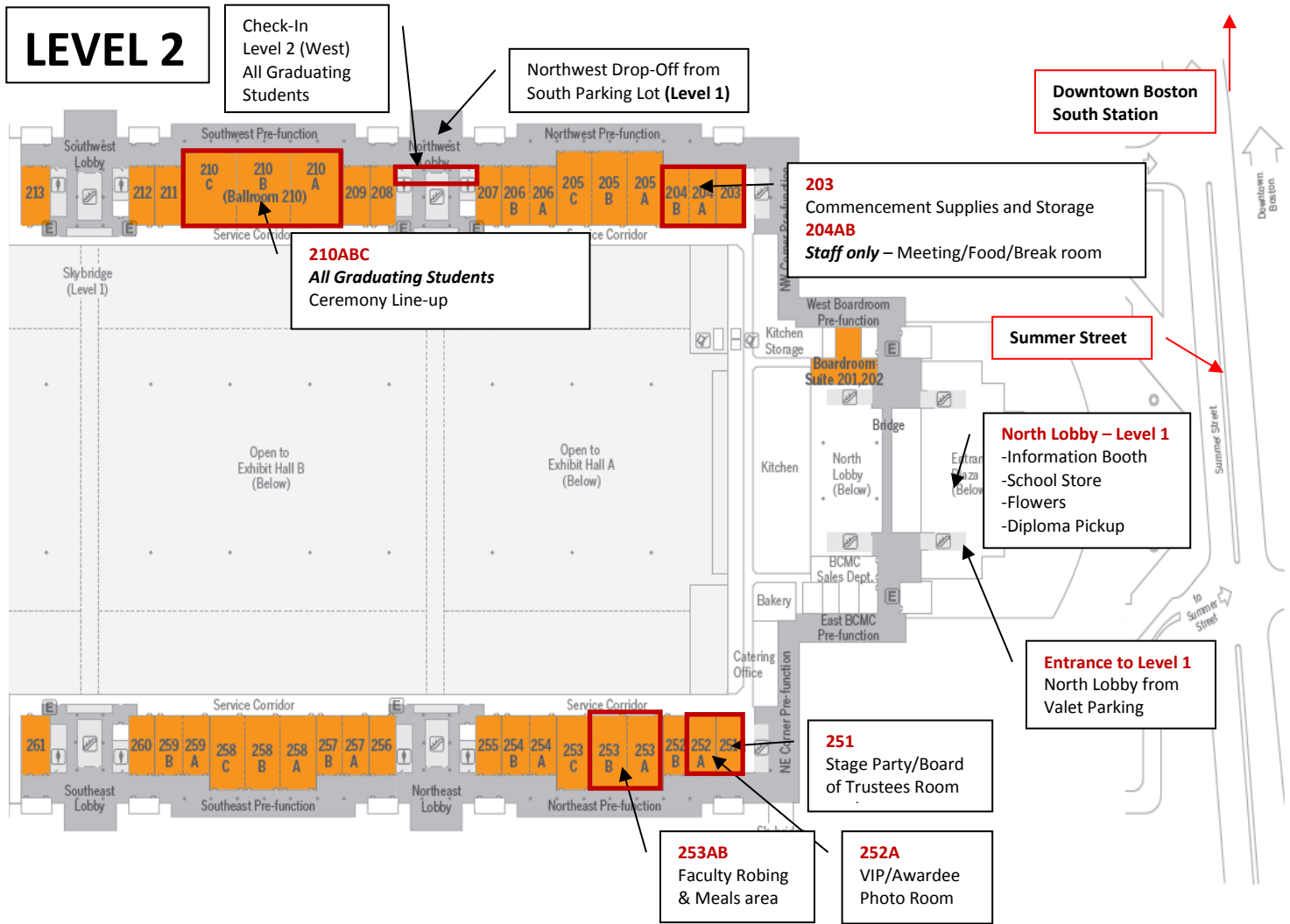
Please note: Parking at the BCEC is available on a first come, first served basis. On certain events if the South Lot is full, attendees may be directed to an offsite parking lot.

Photography: Commencement Photos, Inc., will photograph each graduate individually as you receive your diploma. Following Commencement, you will receive a proof in the mail from the company so that you may order prints if you wish; *however, you are under no obligation to purchase any photos.*

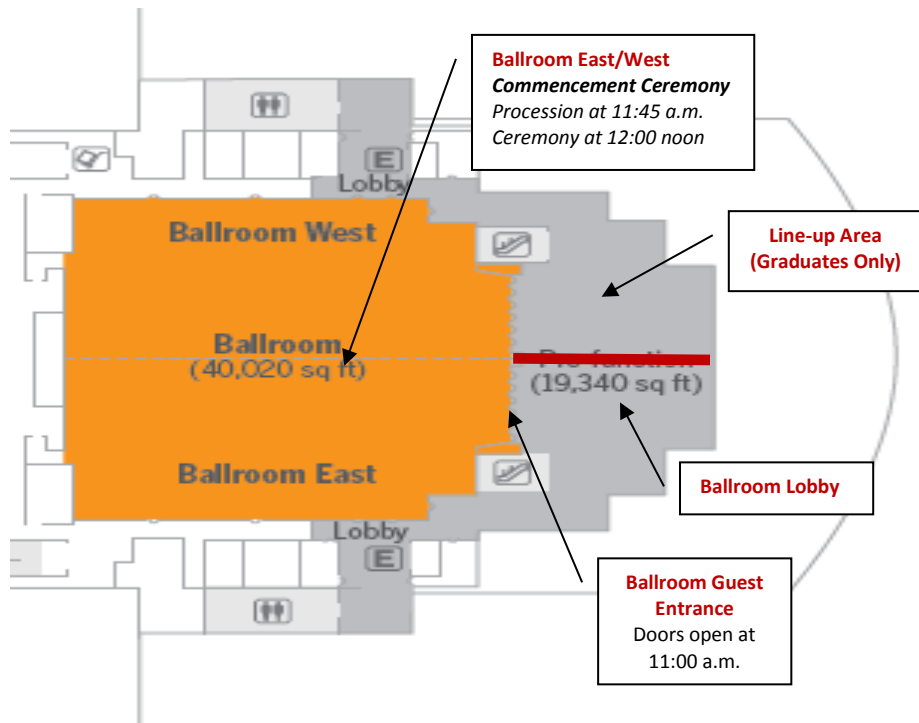
We look forward to seeing you on Monday, May 13th!



Boston Convention and Exhibition Center Floor Plans



LEVEL 3



DIRECTIONS TO THE BOSTON CONVENTION AND EXHIBITION CENTER

415 Summer Street

Boston, MA 02115

[Visit the BCEC website for very detailed information about directions/transportation/parking](#)

Driving Directions

From Logan International Airport and Route 1A South

Take I-90 West/Ted Williams Tunnel to Exit 25 "South Boston". At the top of the ramp, turn right onto Congress Street and turn right onto D Street. Take the right after the highway ramp onto Summer Street, go one intersection, and turn left onto East Side Drive.

From Western Massachusetts

Take I-90 Eastbound to Exit 25 "South Boston". At the top of the ramp, turn right onto Congress Street and turn right onto D Street. After the highway ramp, turn right onto Summer Street. The BCEC will be on your left. Take the right after the highway ramp onto Summer Street, go one intersection, and turn left onto East Side Drive.

From Points North via I-93

Take I-93 Southbound to Exit 23 "Purchase Street". Continue straight on Purchase Street to Seaport Blvd and turn left. Continue on Seaport Blvd. to D Street and turn right. After the highway ramp, turn right onto Summer Street. The BCEC will be on your left. Take the right after the highway ramp onto Summer Street, go one intersection, and turn left onto East Side Drive.

From Points South via I-93

Take I-93 North to Exit 20 "South Boston". Follow the signs to "I-90 East". Take the first tunnel exit to "South Boston". At the first set of lights, take a right onto Congress Street and then turn right on D Street. After the highway ramp, turn right onto Summer Street. The BCEC will be on your left. Take the right after the highway ramp onto Summer Street, go one intersection, and turn left onto East Side Drive.

By Public Transportation

Via Logan Airport:

The BCEC is a 5-10 minute taxi ride from Logan Airport.

Via the MBTA:

1. MBTA Silver Line SL1 route to World Trade Center Station.
2. Exit at the World Trade Center Station, and take the elevator up to Level 2. Follow directions to BCEC/World Trade Center Avenue.
3. Take a left onto World Trade Center Ave, to the BCEC across Summer Street.

For more information visit: www.mbtta.com

From South Station:

1. BCEC can be approached from South Station via bus, rapid transit bus, taxi, or by foot.

For more information visit:

www.amtrak.com

www.mbtta.com

From North Station:

Take the MBTA subway system to South Station and follow directions above. To plan your route, visit the [MBTA Trip Planner](#).

For more information including fares, visit: www.mbtta.com



Diploma Frames

Institute-designed diploma frames can be ordered online from [Framing Success](http://www.framingsuccess.com/category/list/sid/2625).
www.framingsuccess.com/category/list/sid/2625

Choose from Bachelor/Master or Doctoral sized frames.



Doctoral Regalia

Important note: Doctoral Students are provided with the standard Doctoral Regalia prior to the ceremony. This is yours to keep.

After Graduation, students who received a Doctor of Physical Therapy (DPT) or Doctor of Nursing Practice (DNP), can order authentic Institute Regalia for keepsake from University Cap and Gown.

This is a great item for alumni moving into teaching positions who will use regalia at annual Commencements and other important academic events. All orders should be submitted directly to University Cap and Gown after the Commencement Ceremony.

To order, visit our website and click on "School Store" under "Current Students" on the homepage. You will see a link for the Doctoral Regalia order Form under "Commencement-Related Items" on that page.

(for MGH Institute Doctoral Candidates and Doctoral alumni only).