

February 2005

To the Proud Parents of the Class of 2005,

Commencement 2005 approaches quickly. Soon the campus will be in bloom and your eager students will see their years on campus come to an end. We look forward to this weekend with great anticipation and will do all we can to make this special event memorable.

Please save the dates of June 10 and 11, 2005, for the 169th Commencement weekend at Kalamazoo College. The weekend is highlighted by the Baccalaureate service at 8:00 p.m. Friday evening and Commencement exercises at 1:30 p.m. Saturday. Please review the enclosed schedule for a complete list of events; we encourage you to attend the departmental breakfasts on Saturday morning, as they give you an opportunity to meet professors and the people with whom your student studied for the last four years.

General Information

1. Please use the **Commencement website** as a resource. The site includes the complete and updated weekend schedule, contact information for the Office of Alumni Relations and other important campus offices, and registration information. The Commencement registration form will be available online on April 1, 2005 in .pdf format. You will receive a second mailing from us at the end of March that will also include the registration form.

<http://www.kzoo.edu/aluminfo/commencement>

2. **Baccalaureate** is Friday at 8:00 p.m. Tickets are not required for Baccalaureate, but we ask families to limit the number of people attending Baccalaureate to three, if possible. Speakers will be set up outside Stetson Chapel for overflow seating. Seating is available on a first-come, first-served basis. Stetson Chapel will open at 7:00 p.m. for Baccalaureate.

Baccalaureate is a non-denominational religious service with student and faculty music performances, a student speaker, and a guest speaker who is a nationally-known member of the clergy.

3. **Inclement weather.** If inclement weather forces Commencement indoors, the ceremony will take place in Anderson Athletic Center, where tickets will be required for entry. We will have more information on indoor tickets in the next mailing.

4. **Lodging.** Please refer to the enclosed lodging information sheet. Special rates and blocks of rooms have been reserved at a number of hotels. Please mention that you are attending Kalamazoo College Commencement, as this not only assures that you will receive the guaranteed rate, it also tells the hotel that the blocks we reserve in advance are indeed being used.

5. **We'll be hungry. What are our eating options?** Graduating seniors, their families and guests are invited to dine on campus. Box lunches will be sold and may be eaten in the cafeteria or on the Quad. More information will be sent in a later mailing. Departmental breakfasts will be held Commencement morning, but the fare is light at these breakfasts. We also encourage people to bring picnic baskets, eat on the quad, or order takeout from restaurants within walking distance from campus.

Ticket Information

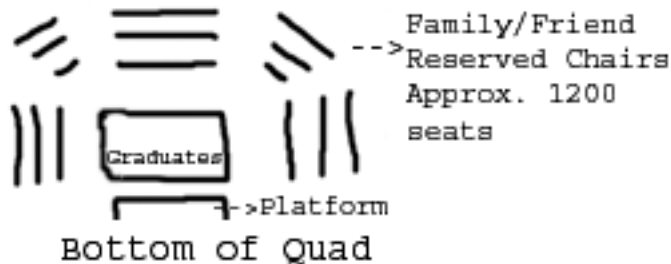
A ticket reservation form will be mailed to you in late March and will be posted online April 1, 2005. The next mailing will contain more detailed information on Commencement tickets. In order to help you and your family plan, please note the following policy for ticket distribution.

1. **How many tickets do we get?** Each senior is guaranteed six tickets to the outdoor Commencement Ceremony. These tickets guarantee a person will have a seat in the "Family/Friend Reserved Chairs" section of the diagram on the next page. Graduating seniors do not need a ticket.
2. **How do I reserve tickets?** First, talk to your graduate and determine who is going to reserve the tickets. We see a lot of seniors who say "I thought my parents were reserving tickets, but they did not, and the deadline has passed. Can I still get tickets?" Communication helps alleviate this problem.
3. **Our family needs more than six tickets. What should we do?** You have a number of options, which are listed below in order of our office's preference:
 - a. The registration form will allow you to request additional tickets. We usually are able to satisfy all requests for up to four additional tickets. Please keep in mind that ticket availability is based on demand, which fluctuates from year to year.
 - b. Have your senior stop by our office to request additional tickets. We are located on the 3rd floor of Mandelle Hall.
 - c. Call Sharon Fraser in Alumni Relations at 269.337.7300.
4. **What is the bottom line on the number of tickets I can get?** Six tickets are guaranteed to each senior (to the outdoor ceremony). Next we fulfill requests for up to four additional tickets. We accommodate requests for tickets beyond ten based on the date those tickets are requested. We will begin accepting requests for extra tickets on April 1st.
5. **What if it rains?** At 11:00 a.m. on Commencement morning, College administrators will make the weather call. In the event of rain, Commencement will be held in Anderson Athletic Center, and each family will have four tickets to that ceremony.
6. **Where do we pick up tickets?** Seniors will pick up Commencement tickets in the bookstore during finals week of spring quarter, when they also pick up their cap and gown. Your senior will receive information on cap and gown ordering from the bookstore in the next few weeks.

7. **How is the Quad set up for Commencement?** The following is a diagram that roughly shows the placement of chairs and options for open seating at Commencement.



Quad Hill: Open Seating (no chairs)



Tentative Schedule of Events

Also enclosed is a tentative schedule of events. Please save this sheet and make your plans accordingly. This schedule is also available on the Commencement website, where it will be updated whenever necessary.

We look forward to celebrating with you such an important milestone in the life of your graduate! If you have any questions or concerns, please contact Alison Frye (see below) or Sharon Fraser (sfraser@kzoo.edu, 269.337.7300) in Alumni Relations.

Sincerely,

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