

April 6, 2005

Dear Parents of Graduating Seniors,

We look forward to seeing you on campus in June to celebrate your son or daughter's graduation from Kalamazoo College. Please read this letter carefully. Its purpose is to ensure that you, your graduating senior, and your family and guests enjoy an excellent Commencement experience. Attached to this letter is a schedule of Commencement weekend events, general information, a reservation card with return envelope, hotel information, a Commencement video order form, a "gifted grad" insert and a "Box Lunch" order form. If you have any questions, please call the Alumni Relations Office at 269-337-7300.

Key Messages

1. Commencement weekend is a group of events highlighted by Baccalaureate and the Commencement Program.
 - Reservations and ticketing for Commencement are required. While the Quad provides space for all to view the outdoor Commencement ceremony, tickets are issued to equally distribute the available seats. Because of the large number of students graduating this year, ticketed seating for Commencement will be further limited if inclement weather requires relocation from the Quad to the Anderson Athletic Center.
 - Seating in Stetson Chapel, the venue for Baccalaureate, is limited. Please arrive early and limit the number of people attending to three if possible. Pourover seating will be available outside Stetson Chapel. Tickets are not required for Baccalaureate.
2. One person, either you or your graduating senior--should make the reservations. Please discuss with your senior who will make the reservations so that we can avoid duplication of reservations. **Deadline for reservations is May 20, 2005.**
3. Students may collect tickets June 7, 8, 9 and 10 at the College Bookstore from 9:00 a.m. to 4:00 p.m. when they come to pick up their caps and gowns. Parents may collect tickets June 10, 5 to 8 p.m., and June 11, 9 a.m. to 1 p.m., at the registration desk located in Hicks Center Lobby.

Reservation/Ticketed Events Information

Commencement Luncheon – Saturday June 11, 11:30 a.m. Graduating seniors, their families and guests may purchase box lunches in Hicks Center prior to Commencement. **Reservations are strongly encouraged.** A limited number of extra lunches will be available for people who do not make reservations. Lunches are \$10.00 each and can be picked up between 11:30 a.m. and 1:00 p.m. in Hicks Center. You may eat in the dining hall or on the Quad.

Commencement – Saturday June 11, 1:30 p.m. – Important Commencement ticket distribution information: One person--either you or your graduating senior--should make the reservation; both of you have received reservation forms. Up to ten (10) tickets are available to each graduating senior. These tickets may be used for reserved seating on the Quad. Five (5) of these tickets will be blue. The blue tickets will be used for entry into the Anderson Athletic Center in the event that inclement weather forces Commencement indoors. We *must* restrict Commencement tickets for Anderson Athletic Center because of the limited seating in that facility. Graduating seniors do not need a ticket for either venue.

If you need more than ten tickets for Quad seating please (1) indicate on the reservation form that you would like extra tickets, (2) contact this office at (269) 337-7300, or (3) email Sharon Fraser at sfraser@kzoo.edu. Your request will be placed on a waiting list. If tickets are available after the initial distribution, we will disperse the extras on a first-come, first-served basis. Call Sharon Fraser at 269 337-7300 after May 25 to find out how many extra tickets you have received.

Return the reservation form in the enclosed reply envelope.

Commencement weekend is a beautiful and exciting time. We look forward to helping you and your graduating senior make that experience memorable. Please call Alumni Relations at (269) 337-7300 with any questions.

Sincerely,

Alison Frye
Assistant Director, Alumni Relations

cc: Members of the Class of 2005

Kalamazoo College
Commencement Weekend 2005
Schedule of Events

Thursday, June 9

- 3:30 p.m. Senior Awards Ceremony and Senior Reception
Balch Playhouse and Lobby.
- Evening Senior Dinner, Soiree and Slide Show - *Radisson Hotel* - **Seniors Only**
(Cost and further details to follow).

Friday, June 10

- 1:30 p.m. Rehearsal for Commencement and Senior Survey, *Stetson Chapel*
(Mandatory Attendance for Seniors approximately 2½ hours)
Seniors **must** contact Alison Frye – Alumni Relations 337-7289 or
afrye@kzoo.edu if you cannot attend.
- 8:00 p.m. Baccalaureate Service, (Interfaith) *Stetson Chapel*
- 9:15 p.m. President's Reception, *Welles Hall, Hicks Center.*

Saturday, June 11

- 7:30 to 10:00 a.m. Departmental breakfasts for seniors and their families, *location information will be passed out at ticket pickup.*
- 9:00 a.m.–1:30 p.m. Campus Bookstore open.
- 9:15 to 11:15 a.m. Open House, *Hodge House, hosted by Mrs. Palchick*
- 10:30 a.m. Senior Music Recital, *Stetson Chapel.*
- 11:30 a.m.-1:00 p.m. Box lunches provided by Sodexo, *Hicks Center and Quadrangle.*
- 1:00 p.m. Commencement formation, *Stetson Chapel (Seniors Only).*
In event of rain, seniors meet in west lower corridor of Anderson Athletic Center, guests enter north and south entry doors of Anderson Athletic Center.
- Pre-Commencement Music Program, *Campus Quadrangle.*
- 1:30 p.m.-3:30 p.m. Commencement, *Quadrangle (in event of rain, Anderson Center)*
- 5:00 pm Residence halls and houses final checkout time.

Kalamazoo College Commencement Weekend 2005

General Information

Commencement Rehearsal

Seniors **must** attend Commencement rehearsal, Stetson Chapel, Friday June 10, 12:45 p.m. If you absolutely need to be excused from this rehearsal, contact Alison Frye 337-7289, afrye@kzoo.edu.

Cap and Gown Information

Caps and gowns will be available for pick up June 7th – 10th from 9:00 a.m. – 4:00 p.m. at the Campus Bookstore.

Parents have received information regarding personalized announcements and other commemorative items from the campus bookstore. Please contact bookstore personnel at (269) 337-7318 if you have further questions.

Residence Hall Check-out

Students need to be checked out of their residence halls or houses by 5:00 p.m. on Saturday, June 11. Students and Parents often find it a good idea to pack the car and checkout Saturday morning before the Commencement ceremony so they can focus on graduation and family celebrations.

Reservations/Tickets

You must reserve tickets in advance for Commencement (See cover letter). Deadline for reservations is **May 20, 2005**.

Meals

Departmental breakfasts are provided courtesy of the College. Tickets for the box lunches prior to Commencement are required. Lunches will cost \$10.00. A separate reservation form is provided in this packet.

Absence from Commencement

All seniors are expected to participate in Commencement. If you are unable to attend the Commencement ceremony, you must inform the Registrar, Sandy Hudson, at 337-7204 as soon as possible.

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Accommodations

Enclosed is a hotel information sheet. Please call the Office of Alumni Relations (269) 337-7300 if you need additional information, or go to website:

<http://www.discoverkalamazoo.com/accommodations/main.html>.

Information Desk

An information desk will be located in the lobby of Hicks Center. You can pick up your reserved tickets (Commencement and Lunch) as well as weekend schedules and maps. The information desk will be open Friday, June 10, 5 to 8 p.m., and Saturday, June 11, 9 a.m. to 1 p.m.

Student E-mail Accounts

Senior e-mail accounts on the Kalamazoo College network will remain active for six months. Seniors should explore alternative e-mail options as soon as possible to prevent any interruption in electronic mail. A lifetime email forwarding service is offered to graduating seniors via the College's online alumni directory, AlumNet. <http://www.kzoo.edu/aluminfo/alumnet/>

Special Needs

If someone in your party has a disability requiring special accommodations, please indicate this on the reservation form. A College representative will contact you to make appropriate arrangements.