Dear Lasell Senior,

I am writing to you as someone whose name is on the list of potential participants in the 157th Commencement Ceremony at Lasell College, scheduled for **Sunday - May 15, 2011 at 11:00 A.M. on Taylor Field.** If you do plan to participate in the Commencement ceremony, and related activities, please read this letter carefully, noting the various details regarding times, dates, locations, procedures, and guest services. If you do not expect to complete your degree requirements by May, or if you do not wish to participate in the Commencement ceremony, you may disregard this notice.

Guests attending the Commencement ceremony are not required to have tickets. Ushers will guide all guests to general seating. **Graduates participating in the ceremony must check-in at the main lobby of the Wolfe Academic Building no later than 9:30 A.M.** Time is required to line up the graduates in the order in which their names appear in the program; this will insure that guests will be able to follow the program and know when their special graduate will be crossing the stage and receiving the diploma. Graduates should arrive at Wolfe wearing their caps and gowns or with them in hand ready to be worn.

Each year, a member of the graduating class is chosen to provide remarks at the Commencement, and the selection process for the student speaker will take place later this semester. Information about the selection process will be available early in March 2011 and you may contact the Office of Student Activities if you have questions in this regard at 617-243-2475 or studentactivities@lasell.edu.

In addition to keeping this letter, please refer to the Lasell College Commencement Website ([www.lasell.edu/commencement](http://www.lasell.edu/commencement)) for additional information and updates.

Commencement provides a symbolic closure to your undergraduate Lasell experience, and marks the inauguration of careers and the next chapter in your life. I warmly encourage you to participate in Commencement, and hope to see you on **Sunday, May 15, 2011.**

Yours sincerely,

Diane M. Austin

Vice President of Student Affairs
SENIOR INFORMATION

Senior Events
Keep an eye out for postings for Senior Activities, such as the 75 Days Party, 50 Days Party, 25 Days Party, Torchlight Parade and Senior Soiree, and Senior Week events. Please contact the Office of Student Activities at 617-243-2475 or studentactivities@lasell.edu with questions regarding Senior Activities. Please note: Graduating resident seniors wishing to stay in the residence halls prior to Commencement, must be paid participants of the Senior Week activities.

Baccalaureate
Seniors can celebrate their Lasell experience at Baccalaureate, a non-denominational and multifaith service to be held in de Witt Hall on Saturday, May 14, 2011 at 3:00 P.M. This event will feature five senior speakers who will reflect on their time at Lasell, along with music by the Lasell chorus and readings offered by members of the faculty, staff, and senior class. The Laser Light Awards will be presented, as well. Questions regarding Baccalaureate can be sent to Tom Sullivan, Director of the Center for Spiritual Life, via e-mail at tpsullivan@lasell.edu or by phone at 617-243-2451.

Intent to Graduate
May graduates must complete an “Intent to Graduate” form, available at the Office of the Registrar. If you have not yet completed this form, please immediately contact the Office of the Registrar in Potter Hall (617-243-2133).

Hotel Arrangements
Family and friends are encouraged to make reservations early, as hotels in the Boston area fill up quickly at this time of year. A list of area hotels is available on the Lasell College Commencement website (www.lasell.edu/commencement).

Yearbook Pictures
Senior Portraits must be submitted to the Yearbook Office by March 1, 2011. You may submit your own photo or one taken by a professional. Contact the Office of Student Activities with questions (617-243-2475).

Commencement Announcements
Beginning Tuesday, April 5, 2011 graduates may go to the Office of Student Activities in the Campus Center, and pick up five (5) free Commencement announcements to send to their family and friends. Additional announcements will be available for purchase for one dollar each by cash or check only.
“Life After Lasell” Sendoff Fair
On Tuesday, March 29, 2011 there will be a Fair for potential graduates in the Edwards Student Center - 1851 from 12:00 – 2:00 P.M. Plan to attend the Fair at which you may: obtain job search materials; pick up Commencement announcements; join the Lasell College Alumni Association; order a class ring; pick up your cap and gown; and complete your Stafford Loan exit interview (if applicable)-- all in one place!

“Life After Lasell” Networking Event
On Tuesday, April 12, 2011 from 6:00 – 8:00 P.M. please join us for speaker Jayne Mattson, Senior Vice President of Keystone Associates Career Management Company. Ms. Mattson will give advice on networking success. This event is open to all seniors and will be in de Witt Hall.

Academic Regalia
Caps and gowns will be available to preorder from Donahue's Bookstore in the Campus Center until Tuesday, March 1, 2011 for pick up at the “Life After Lasell” Sendoff Fair. Beginning Tuesday, April 19, 2011 graduates may also purchase their caps and gowns for Commencement directly from Donahue's Bookstore in the Campus Center.

Student Accounts
All graduates participating in the Commencement must have accounts in good standing. Please review your student account prior to Friday, April 1, 2011 to see if you have any holds or a balance due.

Students who have an outstanding balance due to any College department (i.e. tuition and fees, parking fines, Conduct System fines and library fines) must clear it through the issuing department in order to participate.

Commencement Ceremony Pronunciation
A voicemail box has been set up to insure graduates’ names are pronounced correctly. If your name has been mispronounced regularly, or if it is pronounced differently than would be apparent from its spelling, please call 617-795-5600 to make us aware of it. Please follow the directions in the message. You may include information on ho and if to announce your middle name or initial as well. The deadline is Friday, May 6, 2011, and that after that date messages cannot be recorded on that line.
SENIOR INFORMATION

Special Needs
For graduates or guests who require special accommodations, please contact the Office of Plant Operations at 617-243-2200 or email Ms. Erin Tracy at etracy@lasell.edu to make arrangements after Tuesday, April 5, 2011.

Class Rings and Personalized Graduation Announcements from Balfour
If you are interested in ordering a Lasell College class ring or personalized graduation announcements from Balfour, please visit the Lasell College Balfour website: http://products.balfour.com/college/CollegeHome.aspx?CollegeId=MA41004. For more details please visit the Donahue Bookstore or e-mail them at bookstore@lasell.edu.

Commencement Website
Please refer to the Commencement website (www.lasell.edu/commencement) for additional information and updates regarding details from this letter.