**Attention Graduating Class of 2016!**

**Preparation for the Law Commencement Ceremony**

The Cleveland-Marshall College of Law Commencement ceremony will be held on **Sunday, May 15, 2016** at **2:00 p.m.** in CSU’s **Bert L. and Iris S. Wolstein Convocation Center**.

Students who will have completed graduation requirements in the 2015-16 academic year (Fall 2015, Spring and Summer 2016 semesters) and are in good academic standing are eligible to participate in the Commencement.

 Your attendance at the Law School Commencement is voluntary; however, you are urged to attend this special event honoring your achievements!  Members of the law faculty, as well as many of our alumni judges, will be participating.

 *\*Please note – the Law School ceremony is separate from the Cleveland State University Commencement.*

 **SUMMER GRADUATES**

Candidates planning to graduate in Summer 2016 will be allowed to participate in this ceremony if they have completed the graduation application, are in good academic standing, and have registered for the coursework necessary for completion of their degree.  Alternatively, summer graduates may participate in the following May 2017 Commencement ceremony.

 **ACADEMIC REGALIA**

Academic regalia will be available for purchase beginning **March 28, 2016** at the CSU Bookstore. Payment can be made by cash, credit card or check made payable to Viking Outfitters.

 2016 Academic Regalia Purchase Prices:

**March 28 through April 30**

**Doctoral Complete Unit (Tam, Gown, Hood and Tassel) $105.75 plus tax**

******May 2 through May 7**

**Doctoral Complete Unit (Tam, Gown, Hood and Tassel) $141.00 plus tax**

**\*\* Saturday, May 7, 2016 is the last day to purchase regalia for the College of Law Commencement \*\***

 **ANNOUNCEMENTS AND RINGS**

Any student interested in purchasing a class ring or ordering personalized announcements should visit the bookstore on the following dates.  A representative from Herff Jones will be at the store taking orders.

Monday, March 28 from Noon to 6pm

Tuesday, March 29 from 11:00am to 4:00pm

Wednesday, March 30 from 11:00am to 4:00pm

 Orders can also be placed online at: <https://collegegrad.herffjones.com/>.

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| [College Graduation Products by Herff Jones](https://collegegrad.herffjones.com/)collegegrad.herffjones.comOrder your Graduation Announcements, Graduation Cap & Gown, College Ring, College Diploma Frame or other Herff Jones products designed for your College or University |

 **PHOTOGRAPHER**

A professional photographer, Grad Images, will be present at Commencement.  The photographer will take a picture of you as you receive your diploma on stage and also another picture of you holding your diploma after you have exited the stage.  You will be contacted by this company and will have the option to order copies of your pictures if you wish. (There is no obligation.)

 **GRADUATION FAIR**

In order to streamline the important processes related to the completion of your time as a student at Cleveland-Marshall, the law school has organized a ‘one-stop’ shop where you can take care of all the paperwork related to your graduation. At the Graduation Fair, you will review the spelling of your name for the Commencement program, complete the required paperwork for Financial Aid, Career Planning and Bar Preparation.  Once you’ve completed all of your paperwork, you will be eligible to pick up your 10 commencement tickets for your family and friends and 2 parking passes for the south garage.  The Graduation Fair will take place in the law school Atrium on **Tuesday, April 19 from 12:00 – 6:00 p.m.** All graduating students MUST stop by the fair between these hours.  More information about the Graduation Fair will be provided soon. Until then – SAVE THE DATE!!

 Fall 2015 graduates who are participating in Commencement – you may obtain your 10 tickets and 2 parking passes from my office, LB 145, during regular business hours when you come to campus to pick up your regalia from the CSU Bookstore in May.

 Additional tickets for the ceremony are always available upon request for those participating in the law ceremony.  Please contact me, Jill Natran, 216-687-2354, LB145, or Yolanda Salviejo, 216-523-7234, LB120.  **If someone in your family has special seating requirements for the ceremony or parking, please advise as soon as possible so we can make accommodations for them.** If you have any questions, please contact Jill Natran at 216-687-2354 or j.m.natran@csuohio.edu.

 Details regarding the ceremony will be sent to your home address in late April.

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Jill M. Natran
*Administrative Coordinator*
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