Dear Class of 2011,

Graduation is just around the corner and the Division of Student Affairs has compiled resources to help you prepare for this occasion.

Graduation Zone is the central, online source for graduation-related details for you and your family. On this Web site, you will find details about ceremonies and events, as well as information on ordering your cap and gown, the bookstore Grad Fair, and much more. New information is added regularly, so please visit GradZone often.

Over the course of this semester, you will receive e-mail messages from GradZone every month, outlining important, timely details to help you plan for graduation. This first e-mail includes information about:

1. How to participate in Class Day
2. The differences between Class Day and Commencement
3. Senior portraits and yearbook orders
4. Updating your personal information
5. Schedule of events

We look forward to celebrating this very special time with you in May. Congratulations on your upcoming graduation!

If you are not planning to graduate or walk in May 2011 Class Day ceremonies please contact your CSA adviser to be removed from this list.
1. **How to participate in Class Day**

Contact your adviser to make sure you eligible to participate in Class Day. Your adviser will make sure your name and e-mail are placed on all future Graduation Zone e-mail lists. If you are planning to graduate in May, make sure you have filled out the Apply for the Degree application in the Registrar’s Office.

2. **How is Class Day different from Commencement?**

**Class Day** is a school-specific ceremony during which individual students are recognized for their achievements. As their names are read, graduates process across the stage, are photographed, and receive their class pins. Seating is unlimited and no tickets are required for guests. A brief reception for you and your guests, hosted by the dean of the school, will follow the ceremony on Hamilton Lawn.

**Commencement** is a ceremony in which all undergraduate and graduate schools of Columbia University participate. No individual students are recognized. At Commencement President Bollinger officially confers degrees. Seating is limited, and each student will receive four tickets for guests (instructions for claiming tickets will be distributed in March). For more information, please visit the [Commencement Web site](#).

3. **Senior Portraits & Yearbook**

Senior Portraits for the Class of 2011 will be taken Monday - Friday, February 14 – 18, in Lerner Hall. It is important that you schedule your appointment now by logging onto Herff Jones’ 24-hour scheduling site, [www.ouryear.com](http://www.ouryear.com), entering school code 87186. You can also call 1-800-OUR-YEAR during normal business hours to schedule an appointment. When you schedule your appointment, you will receive details on how to prepare for your portrait sitting and other pertinent information.

To purchase a Columbia yearbook or a recognition ad in the yearbook, please visit [The Columbian Yearbook Web site](#).

Do not miss this opportunity to preserve your Columbia memories!

4. **Update Personal Information**

Please update your information in SSOL. Additionally, please update your parent and/or family e-mail and mailing address to ensure they receive important information about graduation events.
5. **Schedule of Events***

**Baccalaureate Service**  
Sunday, May 15, 2011  
9:30 a.m. - 11:00 a.m.  
St. Paul’s Chapel, Morningside Campus

**Columbia Engineering Class Day**  
Monday, May 16, 2011  
4:30 p.m. – 7:00 p.m.  
Seating will begin at 3:30 p.m.  
South Lawn, Morningside Campus

**Columbia College Class Day**  
Tuesday, May 17, 2011  
9:30 a.m. – 12:15 p.m.  
Seating will begin at 8:30 a.m.  
South Lawn, Morningside Campus

**University Commencement**  
Wednesday, May 18, 2011  
10:30 a.m. – noon  
Morningside Campus

*All events are voluntary for graduates and their families. In addition to the main graduation ceremonies, individual departments may have celebrations planned. Please contact your department for details.

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*Graduation Zone is brought to you by the Division of Student Affairs.*

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