



To: Graduating Medical Students

From: Mike Lambesis

Subject: *INSTRUCTIONS FOR GRADUATION DAY EVENTS*

A. DIRECTIONS TO NAVY PIER

For Mapquest purposes, the address of Navy Pier is 600 E. Grand Ave., Chicago, 60611. To obtain greater information on Navy Pier, go to www.navypier.com

BY CAR...

- From the north, take Lake Shore Drive (US 41) to the Grand Avenue exit.
- From the northwest, take the Kennedy Expressway (I-90/94) to the Ohio Street Exit, south on Orleans to Illinois Street and proceed east.
- From the west, take the Eisenhower Expressway (I-290) to Columbus Drive, north to Illinois Street and proceed east.
- From the southwest, take the Stevenson Expressway (I-55) to Lake Shore Drive (US 41), north to Illinois Street and proceed east.
- From the south, take the Dan Ryan Expressway (I-90/94) east to the Stevenson Expressway (I-55) to Lake Shore Drive (US 41), north to Illinois Street and proceed east.
- From the southeast, take Lake Shore Drive (US 41) north to the Illinois Street exit.

PARKING...

Standard Parking operates on-site parking garages, accommodating 1600 cars at Navy Pier. A flat rate of \$23 will be charged for self-parking (including city tax) on Saturdays and Sundays.

Entrance to the parking lots is from the north side of the Pier. Driving east on Illinois Street, the road will curve south/southeast, and then curve north. All four lanes usually are allowed to turn right (east) at the traffic light located at the north end of the Pier. To play it safe, stay in one of the two middle lanes. Once you have turned right, there are a few different entrances to the parking garage(s). If you can, try and park as far down the Pier (east) as possible. While not exactly next door to the Ballroom, it will allow the closest access. At the furthest east there is a drop off turnaround at Entrance 2. If you wish to drop someone off and then park, you can inform the Standard Parking personnel that you are dropping someone off and then come back to park. Some of the more bold patrons just drive past them. Even the closest lot can be a bit of a walk, so make certain your guests wear comfortable shoes.

Visitors can also take advantage of thousands of additional parking spaces located west of Lake Shore Drive near Navy Pier. The free Navy Pier trolley provides convenient transportation to and from remote lots.

Following is a summary of alternate parking lots that are serviced by the Navy Pier trolley (see below):

31 West Ohio
32 West Ohio
Rush & Ohio/Wabash
159 East Ohio
245 East Ohio
330 East Ohio
401 East Grand (North Pier)

404 East Illinois
251 East Illinois (NBC Tower)
310 East Illinois (AMC Theater)
311 East Grand Avenue Embassy Suites
339 East Illinois (Across from AMC Theater)
505 East Illinois (North Pier)
310 East North Water Street (Ogden Plaza)

BY PUBLIC TRANSPORTATION...

METRA: METRA commuter rail is a convenient travel alternative. Direct bus service to Navy Pier is provided by CTA buses from the Madison Street (formerly Northwestern) Station. For details, call (312) 836-7000.

City Bus: The CTA has seven bus lines with more than 200 buses that serve Navy Pier's front entrance daily. These include the #29 (State Street), the #65 (Grand Avenue), the #66 (Chicago Avenue), and the #124 Navy Pier Express (serving Metra lines, the Millennium (Randolph St.), Ogilvie and Union Stations). During weekday rush hours, the #2 Hyde Park Express, #120 Northwestern/Wacker Express (serving the Ogilvie Transportation Center), and the #121 Union/Wacker Express (serving Union Station) run every fifteen minutes from 9 am to 12am throughout the summer and 9am to 10pm the rest of the year. All buses are equipped with bike racks and are ADA accessible. For more information, call the CTA at (312) 836-7000 or visit www.transitchicago.com

Navy Pier Free Trolley Service: The Illinois-Grand Corridor Transportation Management Association (TMA) offers daily free trolley service between Navy Pier and State Street along Grand Avenue and Illinois Street. Trolleys run Mondays through Thursdays 10 a.m. to 9 p.m.; Fridays and Saturdays 10 a.m. to 11 p.m.; Sundays 10 a.m. - 9 p.m. Trolleys typically run every 20 minutes. "Navy Pier Trolley Stop" signs posted along the route indicate pick-up points.

Taxi: Navy Pier has three convenient taxi drop-off and pick-up points. One is at the west end of Navy Pier, serving Dock Street and the Family Pavilion. At the mid-point, Entrance 1 serves the west end of Festival Hall, RIVA, and WBEZ Radio. Entrance 2 serves the east end of Festival Hall, the Grand Ballroom and the Navy Pier Beer Garden.

By Sightseeing Bus: Three sightseeing bus lines stop and pick up at Navy Pier's front entrance. They include American Sightseeing and Gray Line Chicago, (312) 251-3100/3107; and Chicago Trolley Company, (312) 663-0260

By Boat: In the summer months, Shoreline Sightseeing operates several 42-seat water taxi boats between Navy Pier and the Museum Campus. In addition, a Shoreline Shuttle taxi service operates between the Pier and the Loop (near Sears Tower and Adams Street) via the Chicago River. Daily shuttle service operates from 10 a.m. to 6 p.m. All-day taxi passes and special group rates are available. For more information, call (312) 222-9328.

SPECIAL NEEDS...

Access to Ballroom: If you have a guest with a special need (such as hearing impaired, sight impaired or in a wheelchair), please advise them to come to the main entrance doors (there are two of them, one is on the NW side of the Ballroom, the other is on the SW side) of the Grand Ballroom prior to 10:45 a.m. Our staff will allow early access to that person and to one other accompanying guest into the Ballroom. These guests will be seated in an assigned area. The early guests may not reserve any seats for the other members of their party still outside the room.

Wheelchairs/Elevators: Wheelchairs are available at the Guest Services Desk inside the Family Pavilion, which is located near the West entrance, and the East End Security Post. They are available at no charge, on a first-come, first-served basis. ID is required. Due to the size of our event, we suggest that anyone who needs a wheelchair make arrangements to obtain one on their own.

All levels of the Navy Pier complex are accessible by elevators.

Security & First Aid: Navy Pier security is available at all times and can be reached by calling (312) 595-5060. Visitors requiring first aid or medical attention should contact Navy Pier security. Security personnel are on duty 24 hours a day, and are trained to assist in most medical emergencies.

B. ACCESS TO THE GRAND BALLROOM

Students are expected to arrive by 10:45 a.m. in order to dress for the processional. While the students are changing and lining up for the processional, family members are expected to line up outside of the Grand Ballroom. Doors to the Ballroom will open at approximately 11:00 a.m. Guest seating for the graduation ceremony will not be assigned and seats may not be reserved by any unattended method. Due to the anticipated crowd, we would request that your guests be informed to not leave any empty seats between groups. Seats reserved using any unattended method (e.g., placing the printed program on the chair, using “reserved” sheets of paper, tilted chairs) will not be honored or enforced. If a member of the graduate’s party is there, that person may attempt to hold whatever seats are needed. Neither Loyola Stritch, nor the ushers or hotel staff will attempt to mediate any type of seating dispute among guests. Tickets are required for all guests aged four and older.

C. CAP AND GOWN CHECKROOM AT HOTEL and PROCESSIONAL LINEUP

All graduates are expected to arrive at the 2nd Floor Lobby of the Grand Ballroom by 10:45 a.m. to check in, change into the cap and gown, and line up for the procession. If you are walking in an easterly direction, you will pass the Smith Museum of Stained Glass Windows, then the Driehaus Museum, then Festival Hall, the Beer Garden, below Lake View Terrace and finally the Grand Ballroom. See the map located on the Navy Pier website www.navy pier.com, then click on “Plan a Trip,” then on the “Map of Navy Pier.”

Upon arrival you must check-in at the tables, and you will be given a card that has some of your personal information, including the pronunciation of your name as you provided on your Graduation Application. **DO NOT CHANGE THE PRONUNCIATION OF YOUR NAME AT THIS TIME.** If you are unsure of what you provided, check again during the check out process the week prior to Graduation. Do not crumple this card, or allow it to get wet, as the ink runs and we will not be able to read your name. There will be a number on the back of the card that will be used to form the order of the procession line. This number also correlates to a number on your chair in the ballroom and with the Graduation Program and photographer. **Do not line up out of order, as it will throw the announcements and the photographer out of sequence.**

D. INSTRUCTIONS FOR PROCESSION

The president, dean, faculty, and administrators participating in the convocation, will lead the graduates into the Grand Ballroom with musical accompaniment. Sergeants-at-arms (current M3 students) wearing green robes will be positioned in the room to direct graduates to their assigned seats. Graduates will be seated in alphabetical and numeric order using those cards. Your number will be taped to your seat. **PLEASE DO NOT LEAVE ANY EMPTY SEATS.** Graduates who arrive after the processional has entered the ballroom will be seated out of order at the end of the line.

As mentioned in previous mailings, graduates sometimes ask about the possibility of having a physician parent, spouse or other family member march in the processional and hood them or come onto stage to congratulate them. SSOM policy allows only those family members who are graduates or faculty members of Stritch to be included in the procession and to congratulate the graduate. It is too late to consider this option. Only the Outstanding Professor honorees may hood the graduates.

E. SPEAKERS' PROGRAM

The speakers' program will precede the commencement exercises. Graduates will remain seated during the speakers' program. Our Graduation Speaker is William P. Schecter, M.D.

Dr. William P. Schecter is Professor of Clinical Surgery and Vice-Chair of the Department of Surgery at the University of California, San Francisco (UCSF), and Chief of Surgery at the San Francisco General Hospital (SFGH). Dr. Schecter received his A.B. in Political Science from Harpur College (New York) in 1968, and his M.D. at the Albany Medical College (New York State) in 1972. He completed a Rotating Internship at the SFGH (1972-1973). His subsequent education included a residency in Anesthesiology at the Massachusetts General Hospital, a residency in Surgery at UCSF and a Fellowship in Hand Surgery. In 1980, Dr. Schecter joined the UCSF faculty as an Assistant Clinical Professor of Surgery.

Dr. Schechter has served as President of the San Francisco Surgical Society, President of the Northern California Chapter of the American College of Surgeons, Governor of the American College of Surgeons, President of the Board of Directors of Operation Access (a non-profit corporation providing uncompensated surgical services to the uninsured) and Vice-President of the Pacific Coast Surgical Association. In 2004, he was elected as a Director of the American Board of Surgery. His medical career has included stints in American Samoa, South Africa and Israel, where as recently as the summer of 2006, Schechter volunteered in a hospital in Safed, Israel, performing trauma surgery on war victims.

Dr. Schechter's clinical interests involve the surgery of poverty: trauma, soft tissue infections related to drug use and alcoholism, advanced malignancy related to poor access to health care and the surgical treatment of HIV infected patients. A tireless advocate of accessible, quality health care, Schechter is a co-founder of [Operation Access](#) (OA) and was awarded the Pride in the Profession Award by the American Medical Association in 2006. Created in 1993, OA is a nonprofit organization that mobilizes a network of more than 300 medical volunteers, 17 hospitals and 60 referring community clinics to provide donated surgeries and procedures to the uninsured.

F. STAGE DIRECTIONS FOR CONFERRAL OF DEGREES

When the conferral of degrees starts, sergeants-at-arms again will be positioned to assist the graduates on to and off of the stage. Graduates will enter the stage using the stairs located on stage left (graduates' right), carrying their hood draped over one arm. Each graduate will wait at a position at the top of the stairs until their name is called. While waiting, the graduate will hand Dean Wronski their name card. Graduates will be called in alphabetical order. When your name is called, please walk across the stage to either one of the Outstanding Professors your class has selected (John Robinson, M.D. or Kevin Simpson, M.D.). Present either with your hood, turn around and face the audience. Your doctoral hood will then be placed upon you.

Once your picture has been taken, continue across the stage to the other dignitaries who will offer their congratulations. We have made arrangements with Chappell Studio to photograph each graduate being congratulated by the dean. Continue on down the stairs on the opposite end of the stage. Return to your seat, again leaving no spaces. You will not be given your diploma at this time. Your diploma will be given to you in the same area that you originally checked-in, once you have returned your cap and gown.

G. CONVOCATION PHOTOGRAPHY SERVICE

As mentioned above, your picture will be taken shaking hands with the dean. Approximately one week after graduation, you will receive a passport-sized full color proof in the mail and will be given the opportunity to order several enlargement packages at reasonable prices. There is no obligation to purchase. Chappell may be contacted at 800-424-3686 or at www.gradimages.com.

We require that all guests remain seated during the commencement ceremony. Cameras, both still and video, are allowed, but must be used from the guest's seat so that all may see and so the aisles may remain clear for safety reasons. At the conclusion of the ceremony, guests should remain in their seats until the recessional has cleared the room. Please inform your guests that they are not to follow the graduates out of the Ballroom, but instead, are to exit the room by the same doors they entered, and go up the stairs to the reception.

H. OATH OF HIPPOCRATES

Following the conferral of all degrees, the graduates will recite the Loyola Stritch version of the "Oath of Hippocrates" as a group. Physicians in the room will be invited to stand and participate. The Oath will be published in the program.

I. INSTRUCTIONS FOR RECESSIONAL MARCH and RECEPTION

After the Oath is recited, a brief closing message and prayer will be given. The recessional music will begin. Faculty and administrators will exit first from the stage followed by the graduates. You will exit the Ballroom through the back doors and out onto the exterior deck. You need to follow the M3 Sergeants around the building and into Festival Hall where you will be met by the dean for a champagne toast. Following the toast you will enter the rear of Lakeview Terrace where you will join your guests. Hors d'oeuvres and a cash bar will be available. The reception will last approximately an hour and a half.

J. PROCEDURE FOR RETURNING CAP AND GOWN – PICK UP DIPLOMA

All rental academic apparel must be returned by 3:30 p.m. Upon returning the cap and gown, students will be provided with their diploma. The rented gown and hood must be returned to the 2nd Floor Lobby of the Grand Ballroom dressing area promptly after the conclusion of the ceremony. The tam and tassel may be retained.

Students interested in purchasing the doctoral hood or other academic apparel may contact at Herff-Jones, the cap & gown company, at 800/637-1124, or contact them at on-line at <http://herffjones.com>.

The Alumni Association will also be on hand to welcome the new alumni into the association. A lifetime membership card and small gift will be provided.

LAST CHANCE REMINDER: GRADUATION “TO DO” LIST

ALL ITEMS SHOULD BEGIN ON FRIDAY MAY 23, 2008 AND BE COMPLETED BY 11:00 A.M. FRIDAY, MAY 30, 2008

Office of the Bursar, Room 204, (708) 216-3228

- Pay outstanding tuition, fines or fees

Parking Office, Mulcahy Building, First Floor, (708) 216-9092

- Turn in parking key card and mirror hangtag
- Pay outstanding parking fees

Library, Building 101, (708) 216-9192

- Turn in all outstanding library materials
- Pay any Library fees and late charges

Student Affairs, Room 220, (708) 216-3220

- Pick up yearbook, pay balance due
- Turn in wardrobe locker key, if applicable
- Pick up class composite, if ordered and paid for
- Empty your locker and remove personal lock. Beginning on June 9th any lockers not emptied will have their locks cut off and all contents discarded.
- Turn in rented USA Mobility Pagers. **DO NOT RETURN YOUR PAGER TO CLINICAL ENGINEERING or any other Loyola department. If you have lost your rental pager, you will be required to pay a \$60 lost fee. Failure to return the pager, or pay the lost fee, will result in a hold being placed on your graduation tickets.**
- Pick up graduation tickets

Registration and Records, Room 220, (708) 216-3222

- Turn in Loyola and Hines identification cards
- Turn in "Alumni Forwarding Address Form" (see enclosed)
- Pick up cap and gown

Loyola Center for Health and Fitness (LCHF), 708-327-2348

- Your student membership officially expires June 30, 2008, and unless your membership is converted to a regular membership by that date, your card will be deactivated and you will not be able to use the Center.
- If you intend to convert your membership with uninterrupted use, you must fill out an **LCHF Change of Record** form and provide billing information before June 15, 2008.
- **If you convert your membership from a student to a regular member before June 30, 2008 the normal enrollment fee will be waived.** If you re-enroll July 1 or thereafter, you will be required to pay the full enrollment fee (\$300 individual, \$400 couple, \$450 family).
- If you wish to terminate your membership, you may do so in person, or allow it to be automatically done on June 30th.

- Membership dues for **Loyola employees** are \$54 per month for an individual, \$94 for a couple, and \$133 for a family. As a Loyola employee, payroll deduction will be your only payment option.
- Membership dues for **non-Loyola members** are \$61 per month for an individual, \$106 for a couple, and \$152 for a family. Electronic Funds Transfer is the method of payment, and can be charged to your Visa, MasterCard, Discover, American Express or Diner's Club card, or to your checking or savings account.
- Loyola Alumni members and non-Loyola members pay the same fee.