



**Northwestern
Polytechnic
University**

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March 19, 2009
(updated 4/29/09)

Invitation to the 2009 Graduation Ceremony

Dear NPU students graduating in the 2008-2009 school year (from 2008 fall to 2009 summer terms):

Congratulations on your successful completion of your studies at NPU during the 2008-2009 academic year. You are invited to attend the 2009 graduation ceremony to be held at the Fremont/Newark Hilton Hotel at 3900 Balentine Drive, Newark, CA, on Saturday, May 2, 2009. Directions to the Hotel is shown below – **Figure 1** and **Figure 2**.

You should arrive at the Hilton Hotel **by 9:10 AM** in the morning to register and pick up the cap, gown, and hood (hood is a shoulder piece for graduate students only) and line up for the ceremonial procession. The caps and hoods are one-size-fit-all type; the gowns have three sizes: small (for 5'3" and under), medium (for up to 5'9"), and large (for 5'10" and above). The ceremony begins at 10:00 AM sharp.

Please use the following **dress code** for the ceremony: white shirt with collar for both men and women, black (or very dark) pants or skirts (for women), black (or very dark) socks (for wearing pants) and shoes. Regular pantyhose is appropriate (for women who wear skirts).

If you would like to try on the gown to find the right size for you before the ceremony, you need to come to the administration office on Thursday, 4/30/09 from 2 PM to 5 PM. All ceremonial items are to be picked up in the Hotel before the ceremony on the same day, not at NPU.

After the graduation ceremony, the doctoral students must **return the gown and the hood** back to the station where they took them in the Hotel.

In order for the ceremony to be conducted as scheduled, it is important for you to inform your relatives and friends, who plan to attend the graduation ceremony, to **remain seated** during the ceremony. Those who would like to **take pictures** of you or faculty/administrators should **wait until the end of the ceremony** when the master of ceremonies makes the announcement. The faculty and staff will remain at the ceremonial site for you or the guests to take pictures **after the ceremony**. The guests **may take pictures** during the ceremony only if they do not block the aisles nor interrupt the program.

Although the graduation ceremony is a joyful event, participants should remember to **remain quiet during the ceremony**, especially when speakers are addressing the audience. Small children should remain outside the auditorium.

No official diplomas will be given to the graduates during the ceremony. You will receive an e-mail notice for picking up your diploma after the responsible staff has cleared you for the graduation requirements – that is when all grades are in and the academic requirements are met-courses/units, grades, GPA requirement-, and other requirements are cleared such as data entry for **the online alumni survey** via the NPU Online Service Center, clean library records, cleared financial records, etc.. You should also give your instructors time to submit the class grades for the current semester. Normally we are not able to complete the clearance check until 3-4 weeks after the end of your last semester at NPU.

You are welcome to contact me at wen@npu.edu/510-360-0281 or Ms. Linda Ren at linda@npu.edu/510-592-9717 if you have any questions.

We want to thank you in advance for your cooperation and the staff is looking forward to assisting you that day.

More information (update in red)-

To attend the Graduation Ceremony, held at the Fremont-Newark Hilton Hotel (off highway 880 and Stevenson Blvd.) on Saturday morning, 5/2/2009, you will need to observe the following directions to attend the ceremony in the Grand Ballroom (ground floor) at the Hotel.

You will need to arrive at the Hotel by 9:10 A.M. It is best if you enter the hotel from the North side door – see **Figure 3 – for service**. (If you enter from the front door of the Hotel, turn left towards the North side hallway for service). There will be five stations for the graduates to pick up their graduation gowns and caps and - for the master's and doctoral students - the hoods too. **The five stations (see Figure 4) will be marked as: (1) Bachelor, (2) MSEE, (3) MSCS and MSCSE (4) MBA, and (5) DBA and Faculty.** You should go to one of the stations - **based on your degree program**. Each doctoral student is required to return the gown and hood to the original station after the ceremony (you can keep the cap and tassel).

You then put on your gown, cap, and hood (master's degree students only; each doctoral student lays his/her hood over his/her forearm) and line up by "degree program" in the line-up area (hallway). For each degree program, there will be one student holding the sign for that program.

At 10:00 A.M. sharp, the graduation music starts and the graduates march slowly in a single file into the Grand Ballroom. The first few rows of seats are reserved for you – the graduates. When you reach the seats, you do not sit down. Wait until the program announcer (master of ceremonies) tells you to sit down. This is when all the graduates and the faculty members have entered the Grand Ballroom and reached their seats, and the music will stop.

In the first part of the program, there will be a few speakers to address the audience, followed by the highlight of the ceremony program - "awarding degrees". Degrees are awarded to the graduates by "program". The master of ceremonial will call out the name of each degree program, one by one, for the graduates to go on the stage to receive their diplomas. It is estimated that the entire program will take about two hours.

Congratulations and best wishes to you!

Sincerely,
Wen Hsieh, Coordinator for the graduation ceremony

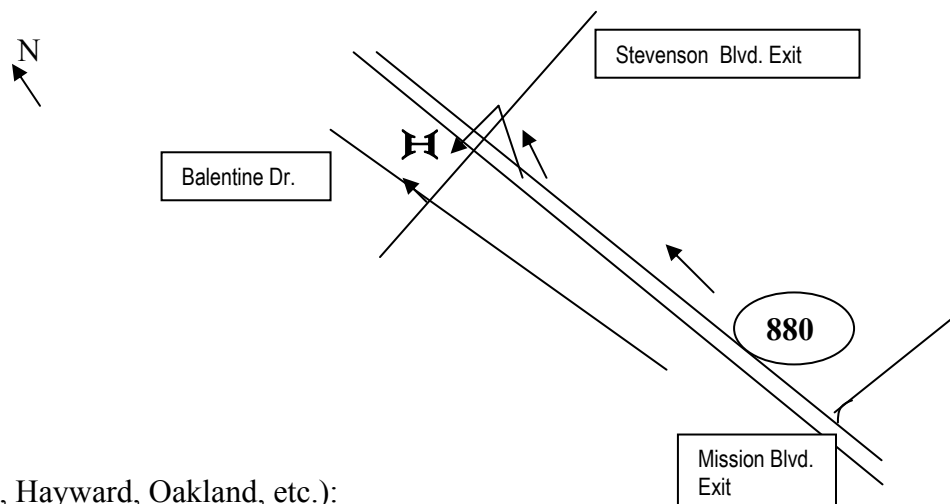
Next will be the direction map to the Fremont-Newark Hilton Hotel and related figures.

How to get to the **Fremont/Newark Hilton Hotel** at 39900 Balentine Drive, Newark, CA 94560? (near Highway 880) -

(A) From the south (Milpitas, San Jose, South Bay):

1. Take **I-880** North towards Oakland, pass the “Mission Blvd.” exit (where you normally exit to come to NPU), continue on I-880 for 3.7 miles and take exit #16 Stevenson Blvd.
2. At the stoplight, turn **L** left towards the West. Drive on the overpass of I-880 for 0.3 miles to reach the stoplight at Balentine Drive.
3. Turn **R** right on **Balentine Drive** and you will see the Hilton Hotel on your right.

Figure 1:



(B) From the North (Union City, Hayward, Oakland, etc.):

1. Take **I-880 SOUTH** towards San Jose,
2. Take the Stevenson Blvd. Exit,
3. Turn **R** right on Stevenson Blvd.
4. At the stoplight, turn **R** right on **Balentine Drive** and you will see the Hilton Hotel on your right.

Figure 2:

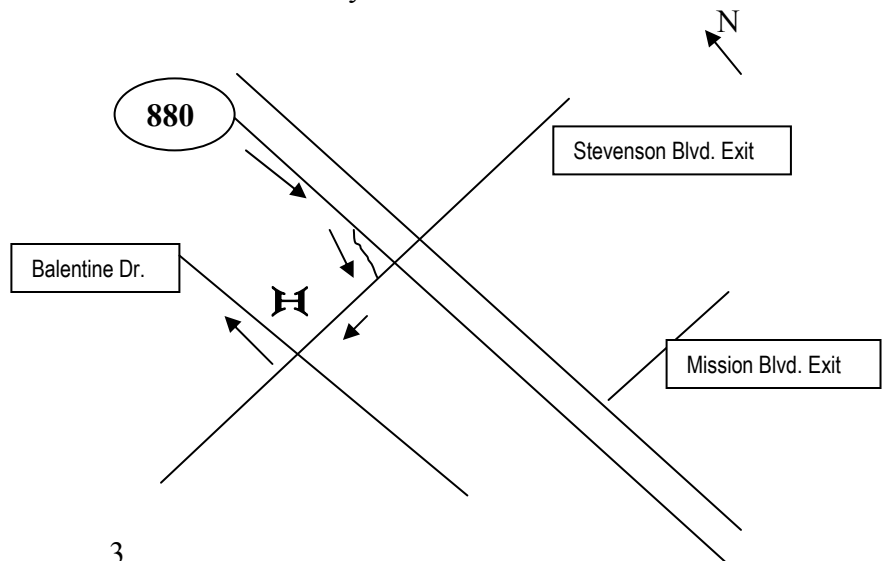


Figure 3:

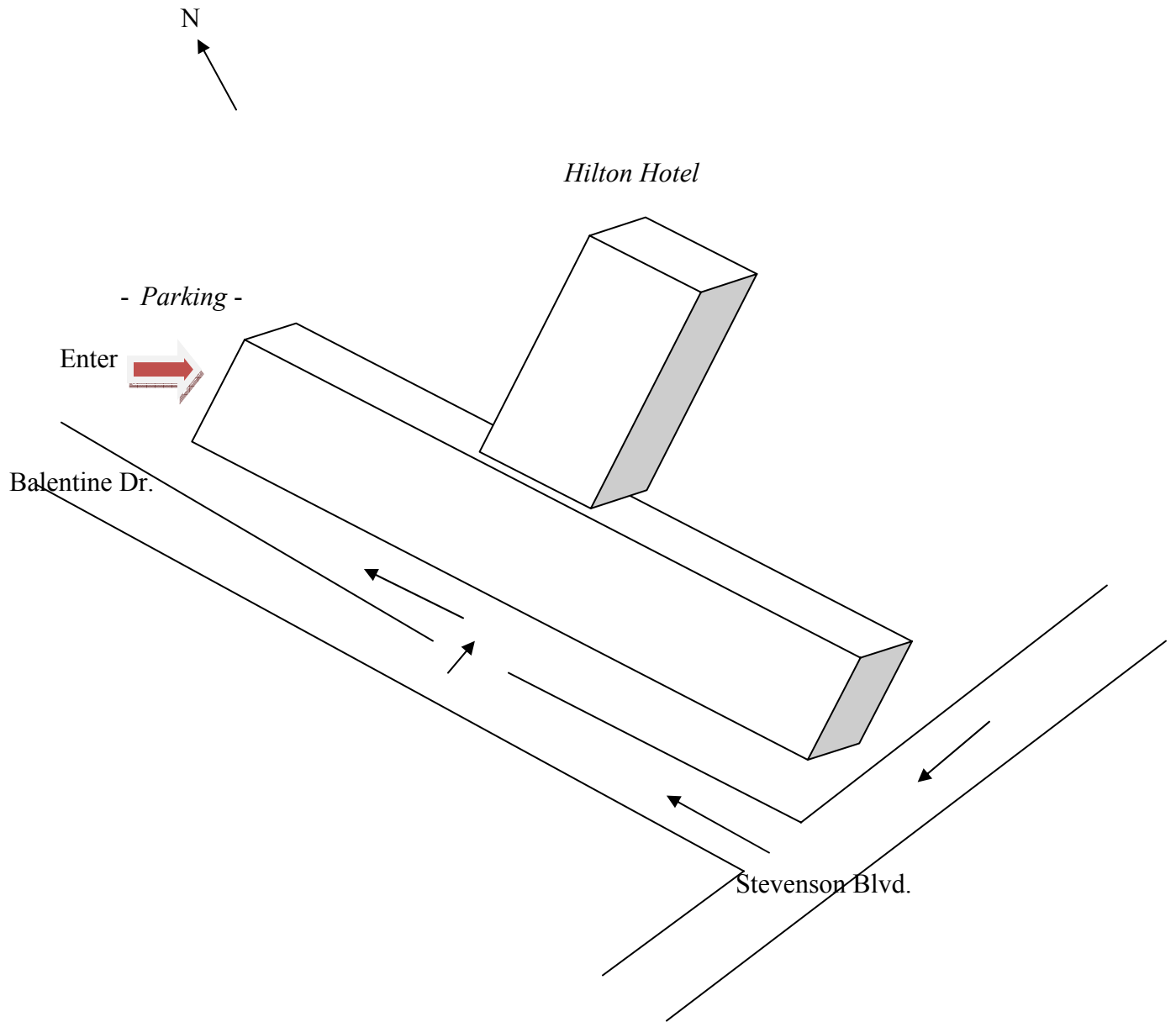


Figure 4:

