

**KOGOD SCHOOL OF BUSINESS
COMMENCEMENT INFORMATION UPDATE &
CONFIRMATION OF ACADEMIC REGALIA ORDER**



The 123rd Commencement
Sunday, May 10, 2009, Bender Arena at 9 a.m.

CAPS AND GOWNS

The Campus Store (textbook level) will be open for regalia distribution and return during the following times:

Wednesday, May 6	8 a.m. – 7 p.m.
Thursday, May 7	8 a.m. – 7 p.m.
Friday, May 8	8 a.m. – 6 p.m.
Saturday, May 9	8 a.m. – 8 p.m.
Sunday, May 10	8 a.m. – 5 p.m.

- Undergraduates who are graduating with Latin Honors or University Honors will receive gold cords with their orders to wear during the ceremony.
- Your entire order (including honors cords) must be returned to the Campus Store by 5 p.m. on Sunday, May 10. To ensure that the return of your order is properly recorded, you must sign the return form. ***Students who fail to return regalia will be charged the full replacement price of the order.***

INFORMATION FOR THE GRADUATE

About the Processional

- Plan to arrive at Bender Arena between 8 and 8:15 a.m. to line up for the processional.
- **When you pick up your cap and gown, you will receive instructions listing specific line-up locations in Bender Arena.**

About the Ceremony

- The Kogod ceremony will begin promptly at 9 a.m. and last approximately two hours.
- Students participating in the Kogod ceremony are encouraged to bring no more than ***seven guests. Tickets are not required for the Kogod ceremony.***
- You will be called to the stage and your name will be announced during the ceremony. A commercial photographer from Chappell Studios will photograph each student approaching the stage and shaking hands with President Neil Kerwin. Following commencement, Chappell Studios will send proofs and ordering information directly to students.
- **No alcoholic beverages of any kind are permitted at commencement. This regulation will be strictly enforced.**
- Keep a lookout for an email invitation to complete the Graduation Census.

-OVER-

INFORMATION FOR FAMILY AND GUESTS

Please communicate the following information to your family and guests.

For further information, please visit the commencement website: www.american.edu/commencement.

The Ceremony

- The doors to Bender Arena will open forty-five minutes prior to each ceremony. No one will be permitted inside prior to that time.
- Only graduating students are permitted in the line-up assembly areas in Bender Arena.
- The student processional will begin approximately 5 minutes prior to the start of the ceremony. Entry to the Arena will not be permitted during the processional.
- All parking areas on campus will be open for commencement, with the exception of spaces marked as “Reserved”. The Nebraska Avenue lot and Katzen Arts Center parking garage are recommended for graduates and guests. Those who park in the sports center garage are advised that exiting traffic will **not** be permitted to turn into the tunnel in front of the sports center after the ceremony. Cars parked in the Sports Center Garage or on the south side of campus will exit via Nebraska Avenue. A campus map and directions to AU can be found online at www1.american.edu/maps.
- Parents and guests are not permitted on or near the stage to take photographs during the ceremony.
- Guests requiring disability parking will be permitted to park in the lots next to the Asbury and Osborn buildings. Parking spaces are limited and available on a first-come, first-served basis. Drivers may also drop off guests with mobility issues at an accessible entrance before finding parking on campus. This entrance, located on the south side of Bender Arena across from the Asbury Building, allows for ground-level access to the ceremony area. Representatives from the Public Safety office will be present in the parking areas to direct vehicles to this entrance. If a guest has questions about special needs, please contact Disability Support Services by calling 202-885-3315 v/tty or email at <dss@american.edu>.

After the Ceremony

- To prevent unnecessary confusion, please determine in advance where you will meet your party immediately following the ceremony.
- Immediately following the ceremony, the Kogod School of Business will host a reception for the graduates and their guests in the Woods-Brown Amphitheater (rain site: University Club, Mary Graydon Center, first floor).

FOR FURTHER INFORMATION

Kogod School of Business	202-885-1982
Special Events (general questions)	202-885-2430
Parking & Traffic	202-885-3111
Disability Support Services	202-885-3315
Email: commencement@american.edu	

****** PLEASE RETAIN THIS NOTICE FOR FUTURE REFERENCE ******