

2009 COMMENCEMENT CEREMONY
SATURDAY, MAY 9 AND SUNDAY, MAY 10

INSTRUCTIONS TO PARTICIPANTS
PLEASE READ CAREFULLY

Assembly and Robing:

- Graduates assemble in designated areas of Bender Arena 45 minutes prior to the start of their ceremony (**see reverse side for exact locations**). Look for the placard that identifies your group when you arrive at your assembly area.
- Only graduating students will be permitted in the assembly areas in Bender Arena.
- It is recommended that you arrive at your assembly area already wearing your cap and gown. Please leave handbags, coats, jackets, umbrellas, etc. with family or guests; there is no secure location to store your belongings during the ceremony.
- Alcoholic beverages are strictly prohibited at commencement.

Line Up and Processional

- Graduates begin lining up for the processional 45 minutes before the ceremony. Choose a partner from your degree group and line up two abreast. Your partner must be receiving the same degree that you are in the same unit. Doctoral students will line up with their dissertation advisors.
- While in line you will be given a card pre-printed with your name and email address. You will hand this card to a reader during the ceremony so that your name will be announced as you cross the stage. Photographers from Chappell Studios will take two pictures of you as you approach the stage and one picture as you shake hands with President Neil Kerwin. Chappell Studios will send proofs and ordering information to the address listed on your card approximately two weeks following the ceremony. If necessary, update your address in the blank space provided on the card.
- Your degree group will stay together throughout the processional, ceremony and recessional. Remain in line with your partner and you will be guided to your seat.
- Please keep the line straight and orderly during the processional. Do not leave the line once the processional begins. When you reach your seating row, the partner on the right enters first. Proceed directly to your chair and be seated.

Recognition of Graduates

- Following the recognition of retiring faculty, graduates will be called to the platform for individual recognition. At the appropriate time you will be led from your seat to the stairs at the right of the stage.
- Go up the steps. Approach the reader at the microphone and hand the reader your name/address card.
- When your name is announced, walk to your dean who will give you a ceremonial diploma and shake hands. ***(Note for Ph.D. candidates only: when your name is announced, hand your degree hood to the dean. The dean and your advisor will place the hood over your head and you will receive your diploma.)***
- Proceed across the stage and shake hands with President Kerwin; a photographer will take your picture as you shake hands.
- Continue across stage, go down the steps and return directly to your seat.

Student Recessional

After members of the faculty have left the arena, ushers will direct students from the arena. Please stay in line and keep moving until all graduates have exited the arena. If the weather is bad, there will be no student recessional.

Cap and Gown Return

Return your cap and gown (and gold honors cord if applicable) to the lower level of the Campus Store by 5:00 p.m. on Sunday, May 10. Be sure to sign your name to the list as proof of return. Students' accounts are charged full replacement costs of the cap and gown if not returned.

PLEASE RETAIN THESE INSTRUCTIONS AND BRING THEM WITH YOU TO COMMENCEMENT
See reverse side for information about when and where to assemble for your ceremony.

WHEN AND WHERE TO ASSEMBLE FOR THE PROCESSIONAL

School of Public Affairs Ceremony – Saturday, May 9, 9:00 am		
Assembly Time	Teaching Unit	Assembly Location
8:15 am	Government (all degrees)	Outside Athletics Department offices – 2 nd level of Sports Center; <i>access from the marble concourse</i>
8:15 am	Justice and Public Administration (all degrees)	Marble Concourse – 2 nd level of the Sports Center near Campus Store
Note: SPA Doctoral students report to the Kettler-Palmer Lounge on the 2nd level of the Sports Center at 8:15 am.		
School of Communication Ceremony – Saturday, May 9, 1:00 pm		
12:15 pm	School of Communication – Master’s Students	Outside Athletics Department offices – 2 nd level of Sports Center; <i>access from the marble concourse</i>
12:15 pm	School of Communication - Bachelor’s Students	Marble Concourse – 2 nd level of the Sports Center near Campus Store
College of Arts and Sciences Ceremony – Saturday, May 9, 4:30 pm		
3:45 pm	American Studies Anthropology Art Biology Chemistry Computer Science Economics Education, Teaching & Health Environmental Science	Outside Athletics Department offices – 2 nd level of Sports Center; <i>access from the marble concourse</i>
3:45 pm	History Interdisciplinary & Liberal Studies Language & Foreign Studies Literature Math and Stat Performing Arts Philosophy & Religion Physics Psychology Sociology Women’s & Gender Studies	Marble Concourse – 2 nd level of the Sports Center near Campus Store
Note: CAS Doctoral candidates report to the Battelle-Tompkins Atrium at 3:00 pm.		
Kogod School of Business Ceremony – Sunday, May 10, 9:00 am		
8:15 am	Kogod School of Business – Master’s Students	Outside Athletics Department offices – 2 nd level of Sports Center; <i>access from the marble concourse</i>
8:15 am	Kogod School of Business – Bachelor’s Students	Marble Concourse – 2 nd level of the Sports Center near Campus Store
School of International Service – Sunday, May 10, 1:00 pm		
12:15 pm	School of International Service – Master’s Students	Outside Athletics Department offices – 2 nd level of Sports Center; <i>access from the marble concourse</i>
12:15 pm	School of International Service – Bachelor’s Students	Marble Concourse – 2 nd level of the Sports Center near Campus Store
Note: SIS Doctoral students report to the Kettler-Palmer Lounge on the 2nd level of the Sports Center at 12:15 pm.		