

DECEMBER 12, 2009 COMMENCEMENT CEREMONY INSTRUCTIONS FOR DOCTORAL CANDIDATES

Hosted by: College of Graduate Studies and ProfEd (Off Campus Programs)

Saturday, December 12, 2009
Rose Center/Student Activity Center
5:00 p.m.

**PLEASE READ THIS INFORMATION CAREFULLY
TO ANSWER YOUR QUESTIONS.**

COMMENCEMENT TICKETS/CAPS AND GOWNS:

Each graduate participating in December commencement receives **six** tickets which admit guests to Rose Center/Student Activity Center. Seating is on a first-come, first-served basis. Graduates will be given tickets only after they rent a cap and gown. Tickets must be picked up in person. **No additional tickets are available.**

You must reserve your academic apparel through the CMU Bookstore Office at 989.774.7493 or 1.800.283.0234. The CMU Bookstore Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. **PLEASE ORDER AS SOON AS POSSIBLE.** Two options are available:

OPTION 1: You may rent your gown and hood for **\$52.50**. You keep the cap. The gown and hood are returned to Gym125 in Rose Center immediately following the ceremony.

OPTION 2: You may purchase your hood and cap and rent the gown for **\$169.35**. You keep the hood and cap, but return the gown to Gym125 in Rose Center immediately following the ceremony.

You may pick up your cap, gown, hood, and tickets as follows:

DATES/TIMES:	Thursday, December 10	9:00 a.m. to 5:00 p.m.
	Friday, December 11	9:00 a.m. to 6:00 p.m.
	Saturday, December 12	7:30 a.m. to 3:45 p.m.

WHERE: Gym Room 125 in Rose Center
(*easy access from west entrance Thursday and Friday only;
west entrance is not accessible on Saturday, December 12*)

COMMENCEMENT ANNOUNCEMENTS:

Personalized announcements may be ordered from Balfour by placing an order at www.balfour.com or by dialing 1.877.BALFOUR (225.3687).

COMMENCEMENT DAY:

Candidates for graduation must **report to the Large Sports Forum by 4:00 p.m.** The Large Sports Forum is in the lower level of the Student Activity Center on the west side of the building. (An elevator is located in the SAC's main concourse across from the bowling center.) Immediately go to the "name card" table and tell the attendant your name and your degree. The attendant will give you a partially pre-printed card that is used by the readers to announce your name to the audience and by the professional photographer to mail your complimentary proof. You will need to complete a portion of the card, so arrive in time to complete this process.

Graduates line up for the processional into the arena according to degree, and the doctoral candidates lead the procession. The processional enters the arena promptly at 5:00 p.m., so plan your time accordingly. **Please do not put your hood on, but make sure it is unbuttoned and carry it draped on your left arm.**

You will be given a commencement program as you line up for the procession. Programs are available for guests at the arena entrances. The approximate length of the ceremony is two hours and is not videotaped.

COMMENCEMENT PHOTOGRAPH:

An official photographer will take photographs of the graduates and send one complimentary proof to the address on the name card. If you wish to purchase prints, ordering information is included with your proof.

DIPLOMAS:

Students who are eligible for diplomas receive them by mail. Students who have not received their diplomas within eight weeks after the ceremony should contact Undergraduate Academic Services, Warriner Hall 123, 989.774.3504. Any on-campus undergraduate or graduate student who does not attend the commencement ceremony and wants a program sent with their diploma must notify Undergraduate Academic Services. Note: The Registrar's Office must have your correct mailing address in order for you to receive your diploma.

CLASS TREE:

A tree will be planted in Spring 2010 in honor of your class.

CEREMONIAL BEHAVIOR AND PROTOCOL:

CMU's commencement ceremony symbolizes the culmination of your academic efforts. It is an important and exciting day for you, your family, and friends. To maintain the dignity of your graduation ceremony, you may not carry food or beverages into the ceremony or attach to your commencement apparel any objects that detract from the meaning of the occasion. If you do, you will be asked to remove it. Alcoholic beverages are not allowed in Rose Center and will be confiscated. Students or guests who are disruptive will be escorted from the ceremony.

ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:

For accommodations for persons with disabilities, or persons requiring sign language accommodations, call University Events, 989.774.3355 between 8:00 a.m. and 5:00 p.m. **Requests for interpreters must be received no later than Friday, November 20.** Reserved seating is available.

FOR FURTHER INFORMATION:

- **Cap, Gown, Tassel, Hood, Diploma Covers, and Diploma Frames**
CALL: CMU Bookstore, 989.774.7493 or 800.283.0234; HOURS: 8:00 a.m. to 5:00 p.m.
Website: www.cmubookstore.com

- **Ticket Information:**
CALL: Central Box Office, 989.774.3000; HOURS: 10:00 a.m. to 5:00 p.m.

- **ProfEd (Off Campus Programs):**
CALL: 800.950.1144; Students whose last name begins with the letters A-G, dial extension 7147 (Rene); letters H-O, dial extension 1922 (Laura); and letters P-Z, dial extension 7145 (Gloria).

- **Graduate Students/Graduation Requirements (on campus):**
CALL: 989.774.4723

- **General Information:**
CALL: 989.774.7392 or e-mail Sharon Russell, commencement coordinator: RUSSE1SL@CMICH.EDU