

# DECEMBER 12, 2009 COMMENCEMENT CEREMONY INSTRUCTIONS

Hosted by: College of Business Administration  
College of Education and Human Services  
College of Graduate Studies

**Saturday, December 12, 2009**  
**Rose Center/Student Activity Center**  
**9:30 a.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 purchase a cap and gown. Tickets must be picked up in person. **No additional tickets are available.**

Tickets, caps and gowns must be picked up as follows (or caps and gowns may be preordered **October 28 through November 28** at [www.cmubookstore.com](http://www.cmubookstore.com)):

**YOU STILL NEED TO PICK UP YOUR TICKETS IF YOU PREORDERED OR PURCHASED APPAREL AT GRAD FAIR.**

**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 8:15 a.m.

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

**COSTS:**

<u>Undergraduate Students:</u>	\$45.00 (includes tax) for purchase of cap, gown and tassel.
<u>Graduate Students:</u>	\$70.00 (includes tax) for purchase of cap, gown, hood, and tassel.

**HONOR GRADUATES:** Undergraduate students graduating with honors will receive, at no cost, honors medallions or cords. Summa Cum Laude and Magna Cum Laude graduates receive medallions and Cum Laude graduates receive cords. Eligible students will receive them at the time they pick up their tickets. University awarded honors, graduates of the Honors Program, Chi Alpha Sigma Student Athlete Honors Society, McNair Scholars, Mortar Board, and Pi Kappa Lambda National Music Honors Society are the only ones approved to wear pins, cords, or medallions on their gowns. **Reminder to August graduates: bring your medallion or cord.**

**COMMENCEMENT ANNOUNCEMENTS:** Personalized announcements may be ordered from Balfour by placing an order at [www.balfour.com](http://www.balfour.com) or by dialing 1.877.BALFOUR (225.3687).

**COMMENCEMENT DAY:** Candidates for graduation must **report to the Large Sports Forum by 8:30 a.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 will be lined up for the processional into the arena according to degree. You may sit with a graduating friend if you both are receiving the same degree. If you want to do that, tell one of the marshals who will then assist you. The processional enters the arena promptly at 9:30 a.m. so plan your time accordingly.

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 information regarding 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:**

- **Honor Graduates, Diplomas, Undergraduate Graduation Requirements**  
CALL: Undergraduate Academic Services, 989.774.3504; HOURS: 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m.
- **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](http://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 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](mailto:RUSSE1SL@CMICH.EDU)