

**College of Science and Mathematics**  
**Fourth Annual Convocation**  
**Friday, May 19, 2017 at 5:00 p.m. Save Mart Center**  
**Reception 2:45 p.m. – 3:45 p.m. Conley Art East Lawn**

*Information for graduates participating in the Convocation*

**Cap, Gown, and Hood (Hood for Master Degree students only)**

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Only those students dressed in proper academic regalia (cap, gown, and hood) will be allowed to participate. Graduates are responsible for ordering regalia through the [Kennel Bookstore](#). You **must** pick it up from the bookstore prior to the arriving to the ceremony. It will **not** be available for pick-up at the Save Mart Center. Students are allowed to wear honor cords, sashes, flower leis, etc. Caps can be decorated appropriately.

**Convocation Location**

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[The Save Mart Center](#) is located at the corner of Shaw and Chestnut Avenue. Graduates will enter at the loading dock on the northeast end of the Save Mart Center. Look for the big “Graduates Enter Here” sign.

**Reception Location**

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The Conley Art east lawn area is located just east of the Conley Art building and south of the Peters Business Building. Look for the large cement triangles on the lawn!!!

**Parking**

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Graduating students should park in Lot P2 and their family/guests may park in Save Mart Center Parking Lot. Parking will be relaxed for the event. Guests with mobility concerns may be dropped off at the circle drive off Shaw Ave. immediately adjacent to the Student Recreation Center (just west of the Save Mart Center). Handicap parking lots are Lot 5 (directly behind Save Mart Center), and in Lots P1, P5 and P6.

*Note: There will be several ceremonies taking place over the course of the day with significant traffic congestion around the arena. Please allow yourself enough time to find parking.*

**Arrival Time and Check-in**

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Graduating students should plan to arrive by 4:00 p.m. at the loading dock at the northeast end of the Save Mart Center. Please be sure to arrive with your cap, gown and hood to check in at your department table and receive a name card. The ceremony will begin promptly at 5:00 p.m. and will last approximately 90 minutes. Until you reach the stage, you must have your name card with you at all times.

## Graduate Seating

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College staff will begin lining up the graduates by department at 4:30 pm. Graduate students will be lined up in a specific order by the Dept. Adm. Asst. Undergraduates can line up in no particular order.

The processional order will be 1) CSM departments lined up by graduate students, undergraduate students, then department faculty, 2) followed by the platform party – President, Provost, Dean, Department Chairs, and Faculty Marshals. Each Department Administrative Assistant will walk in with their department and seat the students.

## Ceremony Instructions

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There will be opening remarks by the President, Provost and Dean. After the welcome each department will be called to the stage for their names to be read.

There is a short flight of stairs you need to climb to get to the stage so we recommend that you wear shoes that you feel comfortable in. Your Dept. Administrative Assistant will get you to the stage when it is time, so please pay attention to her.

At the top of the stairs, you will pause and hand your name card to the staff member at the podium. She will then hand it to the department Faculty Marshal, who will read your name. As your name is being read you will walk to the center of the stage to our Dean, Dr. Robert Dundas. You will stop and shake his hand and pose for a photo. You will then shake hands with the others on stage. As you exit the stage and there will be another photo opportunity...please make sure you stay in order. You will have a chance to shake hands with the rest of the department faculty and then you will return to your original seat. There will be ushers directing you back to your seat.

Once all the names have been read, there will be closing remarks. At the end of the convocation the platform party will exit the stage. Please wait until they get to the back of arena, students can start to exit row by row (last in, first out) up the stairs to the concourse level. We will not return to the loading dock area as another group will be lining up for their ceremony.

## **Guest Seating (No tickets are required for this event)**

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Guests will not be allowed into the Save Mart Center for seating prior to 4:00 p.m. They may sit anywhere in the arena except on the floor as that area is reserved for graduates. Seating for guests in wheelchairs is available throughout the arena. Guests with difficulty climbing stairs will be directed to the northwest elevator to access seating areas from the arena floor.

**Please note that balloons, food, confetti, loud horns and strollers will not be allowed inside the Save Mart Center.**

## Photography

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Guests may take photographs from their seats throughout the event. Guests will not be permitted on the floor, nor can they leave their seat to get closer to the floor to take photographs. A [professional photographer](#) will be taking photos as graduates shake hands with the dean on stage. The email address provided at registration will be used to send graduates the complimentary proofs.