

April 27, 2009

Arts and Humanities Convocation
East Gym/Student Recreation Center

11:00 a.m.

Convocation Instructions

Print and complete the form at the bottom and take to the department office of your major no later than May 8. The information you provide will be used to prepare your Certificate of Achievement that will be available at a designated table after the ceremony.

Your department office will give you a card to complete. Please prepare this card **legibly** and bring it with you to Convocation. You will hand this card to the reader before going on stage. It is very important that it is easy to read.

Tickets: Instructions regarding picking up tickets will be sent via email in approximately two weeks. Tickets are limited to 4 per person. On May 18, all extra tickets will be available at the Dean's Office, Music 186, on a first-come, first-serve basis. Tickets cannot be reserved in advance.

Due to Fire Codes, the following policies will be strictly enforced:

- No ticket, no entrance: *this includes infants*
- No re-entry: *if a person leaves before or during the ceremony they will not be allowed back in*
- No balloons
- No food
- No baby strollers

Parking is free. All Arts and Humanities graduates will park in Lot V. Guests are to park in the Save Mart Center's North Lot. Please be aware that there will be no seating of guests prior to 10:30 a.m. or during the processional. Due to security requirements, backpacks or large bags will not be allowed in the gym. Purses may be subject to search at the door by security personnel.

Graduates should plan to arrive no later than 10:15 a.m. and gather in the West Gym of the Student Recreation Center. A faculty usher from your department will meet you and assist in organizing your department for the processional. Academic regalia is required and may be purchased at the Kennel Bookstore.

Complete this form and take to your department

Name: _____

Permanent Address: _____

City, State, Zip: _____

Phone Number: _____

Department of: _____

College of Arts and Humanities Convocation

May 22, 2009

11:00 am Student Recreation Center