

10. **DIPLOMAS:** See "School Instructions" below for specific information regarding your school.
11. **Alcoholic beverages, fireworks, balloons, etc.,** are not permitted in the Convention Center. Respect your fellow graduates and refrain from bringing such items to the ceremony. Offenders will be asked to leave the premises.
12. **Do not bring to the robing area articles of value to be left there during the ceremony.** We suggest you leave all extraneous articles (purses, coats, umbrellas, etc.) with a relative or other guest. During the University Commencement ceremonies, the robing area will be cleared. We will not be responsible for items left in this area.

SCHOOL INSTRUCTIONS – Saturday, May 9, Ceremonies

SCHOOL OF DENTISTRY: A pre-Commencement recognition ceremony for the School of Dentistry will take place in the 500 Ballroom on the first floor of the Convention Center at 10:00 a.m. on Saturday, May 9. Graduates and faculty should report in their academic apparel outside the Ballroom by 9:30 a.m.

SCHOOL OF LAW-INDIANAPOLIS: Law graduates should arrive at the Indiana Convention Center by 2:15 p.m. on Saturday, May 9, for the School of Law-Indianapolis ceremony at 3:00 p.m. in the Sagamore Ballroom on the second floor. Graduates need to check in at the tables outside the Ballroom and then be prepared to assemble in alphabetical order. Families and friends are encouraged to attend.

SCHOOL OF MEDICINE: Graduates will assemble on the southeast side of the Sagamore Ballroom no later than 9:30 a.m., get a copy of the program and line up in alphabetical order by degree (MPH, MS, MSMS, MD, PhD). At 10:00 a.m., graduates will process to their seats for the School of Medicine Convocation, administration of the Hippocratic Oath, diploma presentations, and hooding ceremony. Each graduate will carry his/her unbuttoned hood onto the platform as individual names are announced. Seating will be available in the Ballroom for School of Medicine ceremony guests.

SCHOOL INSTRUCTIONS – Sunday, May 10, Ceremonies

KELLEY SCHOOL OF BUSINESS-GRADUATE: Evening MBA and MSA candidates and their guests are invited to a pre-Commencement ceremony on Sunday, May 10, in Rooms 205-207 on the second floor of the Convention Center. Pictures begin at 11:00 a.m. with the ceremony following promptly at 11:45 a.m. Students should arrive in their caps and gowns no later than 10:30 for check in prior to the ceremony.

KELLEY SCHOOL OF BUSINESS-UNDERGRADUATE: The Kelley School of Business will have a post-Commencement ceremony for bachelor degree candidates and their guests in the Sagamore Ballroom 4-7 on the second floor of the Convention Center. This ceremony will begin at 5:00 p.m. Students are to report in their caps and gowns outside the Ballroom no later than 4:30 p.m. Line up and procession will begin at 4:45 p.m.

SCHOOL OF CONTINUING STUDIES: School of Continuing Studies associate and bachelor degree candidates and their guests are invited to a post-commencement ceremony to begin immediately following the 3:00 p.m. Commencement ceremony. The school ceremony will be held in Exhibit Hall E of the Indiana Convention Center. Graduates will be recognized individually during this post-Commencement ceremony. For graduates not attending the 3:00 p.m. University Commencement ceremony, the school ceremony will begin at approximately 5:00 p.m. Also at 5:00, a ceremony for Master of Science in Adult Education graduates will be held in Room 116. Graduates will be individually recognized and hooded at this ceremony.

SCHOOL OF EDUCATION: Immediately following the 10:00 a.m. University Commencement ceremony, Education graduates will be individually honored at a School ceremony in the Sagamore Ballroom 1-3. Graduates must wear academic apparel. Family members and guests are encouraged to attend.

SCHOOL OF ENGINEERING AND TECHNOLOGY: The School of Engineering and Technology will individually honor its December 2008 graduates and May and August 2009 degree candidates in Exhibit Hall F immediately following the 3:00 p.m. University Commencement ceremony. Families and guests are encouraged to attend. Graduates and candidates **must** wear academic apparel.

SCHOOL OF HEALTH AND REHABILITATION SCIENCES: A formal, post-commencement graduate recognition ceremony for School of Health and Rehabilitation Sciences graduates and their guests will be held in Rooms 101-106 of the Indiana Convention Center at 12:00 Noon. Participants must wear caps and gowns and report to the robing area in the lobby outside Rooms 101-102 as soon as the University Commencement ceremony concludes at approximately 11:30 a.m.. Reception immediately following in Rooms 201-204.

HERRON SCHOOL OF ART AND DESIGN: Graduates and guests will gather in the Wabash Ballroom of the Indiana Convention Center immediately following the 3:00 p.m. University Commencement ceremony. Participants are encouraged to wear their caps and gowns for the school ceremony, where each graduate will be individually recognized. Afterwards there will be socializing for graduates and their guests.

SCHOOL OF INFORMATICS: The School of Informatics will individually honor its graduates in the Wabash Ballroom of the Indiana Convention Center immediately following the 10:00 a.m. University Commencement ceremony. Families and guests are encouraged to attend. Candidates must wear academic apparel.

SCHOOL OF JOURNALISM: Graduates and their guests are invited to a post-Commencement ceremony and reception in Room 117 immediately following the 3:00 p.m. University Commencement ceremony. Graduates will be individually recognized, and Master's recipients will be hooded at this ceremony. Participants are encouraged to wear academic apparel.

SCHOOL OF LIBERAL ARTS: Immediately following the 3:00 p.m. University Commencement ceremony (approximately 4:30 p.m.), Liberal Arts graduates, family and friends are invited to attend the School Ceremony and Reception in the Indiana Convention Center 500 Ballroom. You should remain in your caps and gowns, line up outside the 500 Ballroom, and follow the directions of Associate Dean Richard E. Ward and staff. Diplomas for May graduates will be available in the Miriam Z. Langsam Office of Student Affairs, CA 401, on Friday, June 1, from 12 noon until 5:00 p.m.

SCHOOL OF LIBRARY AND INFORMATION SCIENCE: Immediately following the 3:00 p.m. University Commencement ceremony (approximately 4:30-5:00 p.m.), SLIS graduates, family, and friends are invited to a graduation reception in Rooms 103-106 of the Convention Center. Light refreshments will be served. Caps and gowns are preferred for a group picture during the reception but not necessary.

SCHOOL OF MEDICINE HEALTH PROFESSIONS PROGRAMS: A formal, post-Commencement graduate recognition convocation ceremony for School of Medicine Health Professions Programs graduates and their guests will be held in the 500 Ballroom of the Indiana Convention Center at 12 noon. Participants must wear caps and gowns and report to the robing area immediately inside the 500 Ballroom no later than 11:30 a.m. Guests are encouraged to take pictures during the ceremony as graduates are individually recognized.

SCHOOL OF NURSING: The Nursing Recognition Ceremony will be held in Hall F immediately following the 10:00 a.m. University Commencement ceremony. Graduates should assemble in the lobby outside Hall F as soon as they leave Halls A-B-C.

SCHOOL OF PHYSICAL EDUCATION AND TOURISM MANAGEMENT: School of Physical Education and Tourism Management graduates will be individually recognized at a ceremony in Rooms 107-110 immediately following the 10:00 a.m. University Commencement ceremony. Refreshments will be served to graduates and their guests.

SCHOOL OF PUBLIC AND ENVIRONMENTAL AFFAIRS: SPEA will host a ceremony for all December 2008 and May and August 2009 graduates in Exhibit Hall E immediately following the 10:00 a.m. University Commencement ceremony. Please note that the doors to Hall E will not open until 11:00 a.m. and our program will begin at approximately 12 noon. Upon entering the room, graduates should veer to the right to sign in behind the stage, while family and friends move to the left to be seated. At the start of the ceremony, students will process to their seats. All graduates will be individually recognized by the Dean and the graduate students will be hooded by their respective Program Directors.

SCHOOL OF SCIENCE: The School of Science will honor December 2008 and May and August 2009 candidates at a ceremony in Sagamore Ballrooms 1-3, beginning at 5:00 p.m. Students should check-in and assemble outside the Sagamore Ballroom immediately following the 3:00 p.m. University Commencement Ceremony.

SCHOOL OF SOCIAL WORK: Immediately following the 10:00 a.m. University Commencement ceremony, a program to honor Social Work graduates will be held in the Sagamore Ballrooms 4-7 from 11:45 a.m. to 1:30 p.m. Graduates will reassemble in the lobby outside the Ballroom (in the following order by degree: ASLS, BSLS, BSW, MSW, and PhD) for a procession. Academic apparel must be worn.

IMPORTANT!!!

PLEASE READ THESE INSTRUCTIONS CAREFULLY!

The 2009 IUPUI Commencement ceremonies will be held in Halls A-B-C of the Indiana Convention Center at 10:00 a.m. and 3:00 p.m. on Sunday, May 10. The Schools of Dentistry, Law-Indianapolis, and Medicine will hold ceremonies on Saturday, May 9. All other Schools will hold activities on Sunday. See "School Information" on page 3 for respective times and locations. Students participating in the Sunday University ceremonies should report to the robing area in Exhibit Hall D one hour prior to the ceremony start time. The procession will begin promptly 20 minutes before the ceremony. Banner carriers selected by their schools are to be by their respective school banners at 9:20 a.m. or 2:20 p.m. respectively. Assistant Head Marshals will instruct the banner carriers at that time.

On the reverse side of this page you will find a map depicting the floor plan of the Indiana Convention Center. Guests may enter Exhibit Halls A-B-C through any of the entrances off the West Maryland Street Lobby until 30 minutes prior to the ceremony. After that, entrance will be through Hall A only. An insert to these instructions provides directions for students and guests with disabilities.

1. **ATTIRE:** Caps and gowns must be worn by all candidates. Master degree candidates are to wear their hoods, and doctoral degree candidates are to carry their hoods over their left arms during the procession. ***You must deposit your gown and hood in boxes, located at all exits, before leaving the Indiana Convention Center, so please dress accordingly.*** The cap and tassel are yours to keep.
2. **HONOR CORDS:** Candidates graduating with honors are provided honor cords by their respective schools. Honor cords for all degrees except associate are worn from the left shoulder. Associate degree candidates wear honor cords draped around the neck. In addition to the official University cords designating scholastic achievement levels of highest distinction, high distinction, and distinction, cords from approved organizations listed on the Commencement web site may also be worn at the University Commencement ceremonies.
3. **PHOTOGRAPHS** will be taken of all candidates. Prior to the beginning of the procession, the photography staff will circulate through the robing area with identification cards to be filled out and instructions regarding the photography procedure. Once the procession begins, **you will pass through a staged area where the photos are taken. As you approach, one of the photography staff will ask for your completed card; another will ask you to speak your name into a tape recorder. Please do not slow down or stop for these procedures. Your picture will be taken by a third staff member as you walk (these photographers are good!).**
4. **DOCTORAL DEGREE CANDIDATES:** In the robing area, doctoral degree candidates will also be asked to complete a card to be handed to the reader as they approach the stage. Names on this card should be spelled phonetically. Please do not confuse this card with the photography card. During the ceremony, Doctoral degree candidates will be called to the stage where their names will be announced as they cross the front of the stage and shake hands with University administrators. They will exit the stage and be hooded at a platform on the floor in front of the stage. Candidates will carry their hoods over their left arms, then hand their hoods to the individuals who will conduct the hooding on the floor platform. Candidates then return to their seats.
5. **PROCESSION:** Faculty marshals will lead graduates in the procession and seating process. Candidates are to follow the marshals' instructions to keep the procession moving in an orderly fashion. Candidates and faculty will be seated from the front to the back on the floor. Participants are to sit in the next available chair immediately upon entering a row. As the platform group reaches the stage, all candidates will rise and remain standing through the singing of *The Star-Spangled Banner*.
6. **TASSELS:** Candidates for first degrees wear tassels on the right sides of their caps until degrees have been conferred by their respective University president. After the conferral, bachelor and associate degree candidates grasp the tassel with the left hand and transfer it to the left side of the cap. Candidates who already have a degree wear their tassels on the left side throughout the ceremony.
8. **STUDENT PARADE:** After degrees have been conferred, all students will parade by School to platforms in front of the stage where they will step onto the platform, shake hands with their deans, be given a tube containing a frameable print of an original art piece, then return to their seats. Faculty marshals will lead each school. Please follow their directions.
9. **RECESSIONAL:** **Please remain at your seat until directed to move.** At the conclusion of the parade of students and concluding comments by the Chancellor, faculty marshals will direct graduates to recess in an orderly fashion. Please follow the directions of these faculty marshals.