

# CoB Convocation Spring 2011

## Instructions for students & their guests

### Order of events

**7:45am – 8:30am** **Light Breakfast** provided to guests and students in attendance in the BBC courtyard.

**8:30am** **Event Center doors open to the public.**  
Seating is open (no seat #) and we recommend that guests arrive as early as possible and enter together.

If you are holding tickets for somebody you can leave them at the **Will Call** window of the event center box office. There are no in-and-out privileges for this event - once you enter the event center and hand over your ticket you can't go back inside.

Guests enter through the **Arena Entrance** stairs, located on the left side of the box office and the Sport Club. Disabled guests enter through the **disabled entrance**, next to the Sport Club entrance. See photo below.



**8:30am** **Graduating students line up**  
Between the music building and the event center, by degree / concentration (see sample photo below and details under student line-up.) Do not bring anything with you into the event center (no jackets, purses, etc.). Leave these items with your guests.

Undergraduate students come dressed in regalia (cap, tassel and gown: wear the tassel on the *right side* of the cap.)

Master students come dressed in regalia (cap, tassel and gown: wear the tassel on the *left side* of the cap) and also *wear the hood*. For instructions on how to wear the hood please go to [instructions on hooding.pdf](#)



**9:30am:**

**PROCESSIONAL MARCH (CEREMONY STARTS).** Students walk into the arena, after the faculty walk in.

1. Faculty walk down the middle aisle of the arena, followed by the students.
2. Students walk down the middle aisle towards the faculty marshals in front of the stage, who will direct them to their seats, row by row.

When the program starts there will be an introduction, then a welcome address from the Dean, followed by the presentation of student awards & scholarships, the student address, and the convocation address by the Alumni Guest Speaker.

Then the class of 2011 is presented, concentration by concentration. Each student will have their name announced then they walk across the stage, shake hands with the Dean / Associate Dean, get their picture taken, and then return to their seat.

Students should wait until the previous student has finished taking his/her photograph with the Dean / Associate Dean before walking forward for their handshake and photograph.

Faculty marshals will help guide students out of their seats up to the stage and then help reseal them when they exit the stage. The program ends with closing remarks.

**Please be aware, that out of consideration for the other attendees, your guests won't be able to approach the stage for photographs during the ceremony.**

**~12:00pm:**

**RECESSIONAL MARCH (CEREMONY ENDS):** Students walk out of the arena, after the faculty walk out.

Faculty will walk off the stage, down the middle aisle, and out of the event center, followed by the students, and then the guests in the bleachers. We suggest that you and your guests identify a meeting point outside of the event center, to meet after the ceremony.

**STUDENT LINE-UP (between music building and event center):**

Students will line up under their major / concentration, in two lines. Students with double majors will line up under their primary concentration. Gary J. Sbona students will line up under the Gary J. Sbona Honors designation, not their concentration. The lineup order below is how students will walk into the arena. Line up order may change slightly by May 27, due to rsvps submitted. [Click here for arena floor plan.pdf.](#)

\*\*\*If it is raining, the back up location for students to line-up at 8:30am is inside the Boccardo Business Classroom building. Please enter the BBC through the 9<sup>th</sup> st. entrance (side with name on building.) Students will line-up on the 1<sup>st</sup> and 2<sup>nd</sup> fl. Follow instructions provided to you at that time. Check the event center line-up location first before going to the BBC line-up location\*\*\*

- Students will be asked to fill out a name card before entering the event center, for the photographer. Further instructions will be provided during the lineup.

<b>LEFT SIDE (facing event center)</b>	<b>RIGHT SIDE (facing event center)</b>
<i>MBA</i>	<i>Entrepreneurship</i>
<i>MS Taxation</i>	<i>Human Resources Management</i>
<i>Gary J. Sbona Honors Program</i>	<i>International Business</i>
<i>Accounting</i>	<i>Management</i>
<i>Accounting &amp; Information Systems</i>	<i>Management Information Systems</i>
<i>Corporate Financial Management</i>	<i>General Business</i>
<i>Finance</i>	<i>Marketing</i>

**HOW DO STUDENTS WALK THE STAGE?**

1. When instructed by the Faculty Marshal, please rise. The Faculty Marshall will direct students out of their seats into the side aisles, row by row.
2. Remaining in line, students move towards the side stage stairs and line up on the stairs. **Undergraduates & Master’s** take their picture in front of the College of Business banner then walk up the stairs onto the stage.
3. Students hand their name card to the faculty announcer who reads their name. We recommend whispering the name to the faculty announcer, so they can try announcing it as correctly as possible.

4. **Undergraduates** walk over to the Dean, collect certificate, shake hands and take photo with the Dean. **Master's** students walk over to the Associate Dean, collect certificate, shake hands and take photo with the Associate Dean.
5. Students should wait until the previous student has finished taking his/her photograph with the Dean / Associate Dean before walking forward for their handshake and photograph.
6. **Undergraduates & Master's** walk off the stage down the middle stage stairs, and back to their seats.

**Students remain in the graduate area until the end of the ceremony.**

**IT IS RUDE TO YOUR FELLOW STUDENTS AND THEIR GUESTS IF YOU LEAVE BEFORE THE CEREMONY IS OVER!!**

**Out of consideration for the other attendees, we ask that GUESTS DO NOT APPROACH THE STAGE for photographs during the ceremony. A professional photographer will take several photos of the students.**

**NO HALLOGEN BALLOONS OR HORNS ALLOWED INSIDE EVENT CENTER!**