

Graduation Instructions – SPRING 2017

Saturday, May 13, 2017, 8:00 a.m., Moby Arena

The deans, faculty, and staff of the College of Natural Sciences congratulate you on your upcoming graduation from Colorado State University! The College Commencement Ceremony individually recognizes bachelor's graduates and their achievements. The Graduate School, in a separate ceremony, honors masters' and doctoral graduates. For Graduate School information, please call 970-491-6817. The following College Commencement information will prove helpful as the ceremony approaches. Please read it thoroughly. If you have any additional questions, please contact the College of Natural Sciences, Office of the Dean, 117 Statistics, 970-491-1300.

Check in and line up for all graduates is in the Intramural Gym of Moby Arena.

- **Check in begins at 6:30 a.m.**
- **You must be checked in and lined up under the department sign for your major no later than 7:30 a.m.**

At check in, you will pick up your name card which you will give to the announcer who will read your name, major, and honors as you receive your diploma cover. Because of the large number of graduates that must be accommodated, this may be a time-consuming process. We ask that you **please be prompt.**

CAP & GOWNS:

- **Bachelor's degree** graduates wear black caps and gowns.
- **Cum laude** graduates wear gold caps and gowns. You must have your Registrar's letter to receive your gown.
- **University Honors Program** scholars wear green caps and gowns as well as a bachelor's stole.
- **Caps (mortarboard caps)** are one size fits most and are yours to keep. Graduates requiring sized caps must return them immediately after the ceremony and exchange them for their souvenir cap.
- **Tassels** are gold and are yours to keep. **Tassels are worn on the right side and moved to left during the ceremony.**
- **Caps** should be worn level, not tilted. In recognition of the tradition and dignity of the graduation ceremony, we request that you maintain an appropriate appearance by not decorating your regalia in any way.

Rental: No advance reservations are necessary. Students keep their caps and tassels. *The regalia supplier will accept CASH ONLY for payment of regalia.* Rental costs are as follows:

<u>Type of Regalia</u>	<u>Cost</u>
BACHELOR CAP, GOWN AND TASSEL (Includes traditional black bachelor, gold honor and green honor scholar)	\$25.75
ADDITIONAL SOUVENIR TASSELS	\$ 8.00
GOLD HONOR CORD	\$ 8.50

STUDENTS

Order your regalia (cap & gown) in advance via the Commencement homepage. For pricing and Grad Pack options, go to www.commencement.colostate.edu , and click **Get Your Cap & Gown. This will direct you to the Alumni Association Grad Pack Webpage. **Order deadline is Wednesday, April 5, 2017**. Students, except for doctoral candidates, keep their caps and tassels. Additional item for purchase: GREEN AND GOLD SOUVENIR TASSEL, \$8.00**

Regalia Distribution (ALL)

Wednesday & Thursday, May 10 & 11, 2017, 8:00 a.m. – 5:00 p.m., IM / Aux Gym, Moby C-Wing. After Friday, May 12, regalia may be picked up one hour prior to the ceremony time at the IM/Aux Gym, until 10 a.m. Sunday, December 14. No regalia, student or faculty, may be picked up after 10 a.m. Sunday, May 14.

REGALIA RETURNS: Return of regalia will be immediately after the ceremony to IM/Aux Gym. Gym. Please note that there may be a charge for late returns. Any late returns should be sent directly to **Herff Jones - RETURNS, 1000 N Market Street, Champaign, IL 61820.**

DIPLOMA COVERS: Graduates receive a diploma **cover** at commencement. **The actual diploma will be mailed to all graduates six to eight weeks after commencement.** For those unable to attend the ceremonies, **diploma covers** are available in the Registrar's Office (at no charge). Mailing requests can be made by calling 970-491-7159; the postage cost is \$5.00 per cover for U.S. mailings.

ANNOUNCEMENT SALES: Representatives from CB Grad Announcements (announcements) and Josten's (class rings) will be present on **February 14, 15, & 16 (Tuesday, Wednesday and Thursday)**, in the Lory Student Center Flea Market area (outside the University Bookstore) to take advanced, customized orders. **After February 16, announcement orders may be placed at www.cbgrad.com or by calling 800-433-0296.** Customized orders are returned within seven days of being ordered. ***The Grad Fair itself, sponsored by the Bookstore, will be one day only – Wednesday, February 15th, 10:00 a.m. – 2:00 p.m. (Lower Level of the Bookstore).*** **Generic announcements (non-personalized announcements)** may be purchased at the University Bookstore any time.

COMMENCEMENT PARKING: Free parking for visitors is available in the lot west of Moby Arena or anywhere on campus (that is not a 20-minute loading zone, metered zone, Handicapped or red zone) beginning at **4 p.m. Friday, May 12 through Sunday, May 14, 2017.** For additional information regarding parking please contact CSU Parking Services at <http://parking.colostate.edu/> or by calling 970-491-7041. A free shuttle, "Around the Horn," travels to the Lory Student Center every 10 minutes from the Moby Arena lot.

PICTURES: GradImages® is the official photographer at your graduation ceremony. Your photos will be available to view and order by visiting our website at www.gradimages.com. Simply enter your Last Name, your School Name: School and select 2016 from the dropdown menu. Once you see your name, click on the link to view your photos. If you need additional help to locate your photos, call our customer service department at 800-261-2576 or email us at giservice@gradimages.net.

SEATING & TICKETS: **There is no reserved seating and no distribution of tickets.** You are encouraged to invite as many guests as you wish. As a courtesy to other guests, we ask that you do not block off rows of seats. Guests should arrive at least 30 minutes prior to the start of the ceremony, which begins promptly at **8:00 a.m.**

Disabled Seating/Access: The first two rows of the north and south sides of Moby are designated for those guests who need assistance, who have mobility issues. The first three rows in section P are for hearing impaired, and the four "corners" are designated for wheelchair-guests and a companion. Access into Moby can be via north and south entrances, although the north entrance is the easiest for dropping off guests as it faces the street. For more information about elderly or disabled accommodations, please call the dean's office at 970-491-1300.

UNIVERSITY POLICY: It is illegal to bring alcoholic beverages into Moby Arena. Uniformed police officers, event staff, and faculty marshals will be in attendance when you enter the assembly area and throughout the ceremony. In accordance with commencement policies, you may be requested to have robes, purses, etc. inspected as you enter. Inappropriate objects are not allowed and will be confiscated. Guests should refrain from using air horns.

Please Remember. . . The College Commencement Ceremony is the capstone of your academic experience at CSU. It is a public event that reflects upon you as an individual and the College and University as a whole. Your recognition of the rights of other students, their families, and their friends to enjoy the ceremony free from disruptive or otherwise inappropriate behavior is appreciated. For more information and updates, visit our website: <http://www.natsci.colostate.edu/current-students/graduation/>.