Graduate & Undergraduate Directions for May Engineering Recognition Ceremony

1. Information for your guests can be found here: http://engr.ku.edu/2017-engineering-recognition-ceremony-8-am-saturday-may-13-2017-allen-fieldhouse

2. Parking in all lots and garages is free graduation weekend, but we recommend that you and your guests park in lot 90, near the Student Recreation Center. This will lead to your quickest exit from campus on Saturday. Minimal limited mobility parking for your guests will be available in lots 70/71, immediately south of Allen Fieldhouse.

3. Check in and line up prior to the ceremony will be in the Anschutz Sports Pavilion (indoor track and field/football facility accessed through the Wagnon Student Athletic Center). Enter the facility through the glass doors of the Wagnon Student Athletic Center (nearest the Burge Union). Check-in begins at 7:30am on Saturday; please arrive already dressed in your cap and gown (your tassel goes on the right). We will not have a secure place to keep your personal items, so please leave everything in your vehicle or with your guests. Please be on time and do not plan to see your guests again until after we have recessed outside of the Fieldhouse. Stairs can be avoided completely throughout the student graduation path. Graduating students who arrive after 7:50 are not guaranteed participation in the ceremony.

4. The ceremony will begin promptly at 8:00am.

5. Pick up your name card at the check in tables inside the Anschutz Sports Pavilion of Allen Fieldhouse. Your name card will be used to identify you when you go on the stage, so hold on to it. On the back of the card will be the mailing address and email address you indicated when you RSVP’d for the ceremony. Please make any corrections on the back of the card, as necessary. The photographer will send photo information to those addresses.

6. Look for the student marshal from your major holding a bright yellow “picket sign” indicating where your major is gathering. Graduate students will line up separately from undergraduate students. You will form a single line by major, but do not need to be in any particular order within your major. For graduate students, master’s and doctoral students will be combined within each major.

7. The procession will begin precisely at 8:00am. The order of the procession will be stage party, faculty, graduate students (led by Associate Dean Agah), undergraduate students (led by Associate Dean Maletsky). Upon arriving in the basketball arena, Graduate Students will file into your bleacher seats in sections F & G rows 1-3 following your marshal. Volunteers will be on hand to help you get seated. Undergraduates will file into bleachers F, G, and H in rows 3- up. All will remain standing while facing the audience (looking up the bleachers) until the procession is over and the musicians have stopped playing; the Master of Ceremonies will instruct all when to be seated.

8. During the recognition part of the program, you will be led by your student marshal to the carpeted stage area with the other students in your major. You will hand your name card to the name reader at the podium; your name will be read as you cross the stage to be congratulated by your department chair, Dean Branicky, the Vice Provost, and finally your Associate Dean. As Dean Branicky shakes your hand, please pause so the photographer can take your picture. You will be handed your graduation gifts and exit the stage area. [Please note that you may not return to the seat you left, so BRING EVERYTHING WITH YOU.]

9. After leaving the stage, you will take one more professional photograph in front of a green screen in the northeast corner before following the line of graduates returning to the seating area. You may not end up in the exact seat/row that you were in previously.

10. At the end of the program, there will be a faculty recessional, followed by a student recessional; Dean’s Office staff will be in the bleachers to guide you out. The recessional will lead you outside to the Allen Fieldhouse lawn. DO NOT REENTER THE FIELDHOUSE! Plan to meet your guests at the reception or outside. There is a ceremony immediately following ours, and we need to vacate the Fieldhouse quickly.

11. Diplomas for May graduates will be available in mid-July from the Registrar’s Office. Contact them directly if you need your diploma mailed to you: 785-864-4422, registrar@ku.edu, or see www.registrar.ku.edu/diplomas for more information.

PLEASE NOTE: The May Recognition Ceremony is intended for May and July graduates only. Unless previously arranged, December graduates are invited to a separate ceremony in December.

THANK YOU FOR JOINING US ON SATURDAY, MAY 13TH TO CELEBRATE YOUR SUCCESS!!!