Instructions for the Jeannine Rainbolt College of Education Convocation  
Saturday, December 14, 2019 - Graduates line up at 1:15 p.m. in Catlett Music Center

Catlett Music Center (Paul F. Sharp Concert Hall)- ceremony begins at 2 p.m.

Need Special accommodations for graduates/guests? Please read the email attachment entitled “Special Accommodations”.

**YOU MUST BE WEARING AN ACADEMIC CAP AND GOWN TO PARTICIPATE IN THE CONVOCATION CEREMONY.**

Please direct your guests to park in the Elm Ave. Parking Garage The processional for our ceremony will begin promptly at 2 p.m. so allow ample time in your schedule for you to be parked and checked in no later than 1:15 p.m. **Please note that all graduates will line up in Catlett Music Center Please enter the main doors of Catlett and go straight ahead down the long hallway to check in, ONLY STUDENTS will be allowed down the hallway. Once you check in you will not be allowed to go back out and meet with family.**

Please try to limit your number of guests to no more than 10. There is not unlimited seating in Catlett Music Center, and we do not want to go to a ticketing system. Also, if you have guests that will need special accommodations, please read the accommodations document closely. You will need to let us know ahead of time and those seated in the accommodations area will be allowed one guest to sit with them.

Graduates should not bring purses, jackets, drink containers, etc. to Catlett Music Center as there is not a secure place to leave personal items. **Please remind your guests that any wrapped gifts will not be allowed inside Catlett Music Center.** Please request that any flowers, gifts, etc. **not** be given to you before the convocation ceremony.

Please remember that Norman Party Pics will take a picture of each degree recipient as you cross the stage and in front of the green screen once you exit the stage.

**Bachelor’s recipients:** When you enter the main doors of Catlett Music Center, you will be directed where to go to line up for the Processional in alphabetical order by your program area (i.e. Early Childhood, Elementary, Language Arts, etc.). You will receive a name card with your information at this time. This is the card that will be used to call your name as your walk across the stage so **be sure** to have it in your hand when you are called up to the stage!

**Master’s recipients:** When you enter the main doors of Catlett Music Center, go straight ahead down the hallway where you will be directed where to look for your Departmental Sign (i.e. Instructional Leadership, Educational Leadership, or Educational Psychology). You will line up in alphabetical order by your program area. Once the line is formed, you’ll be handed a card with your degree and contact information printed. This is the card that will be used to call your name as your walk across the stage so **be sure** to have it in your hand when you are called up to the stage! **Drape your hoods over your arm prior to the processional.** As you walk across the stage, you will hand your hood to the faculty member who will hood you.

**Doctoral recipients:** Please arrive at Catlett Music Center and enter the main doors. Please proceed straight ahead down the hallway to the graduate student lineup. You will line up by department and program area; then alphabetically by your last name. **Please note that there is not a dressing area available to change into your academic regalia.** Once the line is formed, you’ll be handed a card with your degree and contact information printed. This is the card that will be used to call your name as your walk across the stage so **be sure** to have it in your hand when you are called up to the stage! **Drape your hoods over your arm prior to the processional.**

**Note to bachelor’s and master’s degree students. You WILL NOT be returning to the same seat you were in prior to walking across the stage. DO NOT leave any items in your seat!**
** Once you have taken your picture at the green screen with Party Pics, you will return to the stage to sit with faculty as a sign of your entrance into academia. You will not return to your seat in the auditorium so do not leave any items!

We look forward to seeing you and your guests on December 14!