



## COMMENCEMENT SCHEDULE

### Saturday, August 29, 2009

- 8:30 a.m.** Caps and Gowns not already picked up - please see Robin Mateo.
- 9:00 a.m.** Candidates for the MBA degree should meet in ***SunTrust Auditorium*** to assemble for class photographs. *There is no time to wait for a classmate who is late so please arrive by 9 a.m. to robe for your class picture.*
- 10:00 a.m.** Graduate Commencement Ceremony  
Knowles Memorial Chapel
- 11:00 a.m.** President's Reception honoring graduates and their guests  
McKean Gymnasium at the Harold & Ted Alfond Sports Complex
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### Cap and Gown

- Candidates participating in commencement need to wear caps and gowns - **there is no charge.**
- **PMBA's** - You need to pick up your cap and gown at the Rollins College Bookstore after August 4. Summer Bookstore hours of operation are Monday - Thursday 10:00 a.m. - 6:00 p.m. and Friday 10:00 a.m. - 5:00 p.m.
- **SMBA's** - Caps and gowns will be delivered to the SMBA program office and distributed to you.
- Degree candidates will be hooded on stage; graduates may keep their cap, gown, and hood.

### Seating

- Tickets are required for admission to the Knowles Memorial Chapel. You will be able to receive up to six (6) tickets upon receipt of your completed *Graduation Info Card Summer 2009*, which is due to my office by June 15.
- **Graduates who have guests requiring special seating must contact Crummer Student Records - [rmateo@rollins.edu](mailto:rmateo@rollins.edu) - to make arrangements.** Please be sure to include this information on your *Graduation Info Card Summer 2009*.

### Guests

- Doors open at 9:00 a.m., family and guests should proceed directly to the Knowles Memorial Chapel. Ushers will be available to direct them to seating areas.

### Parking

- Graduates and guests are encouraged to park in the parking garage. The street in front of Crummer Hall will be closed for the procession.
- Handicap parking will be available in front of the Warren Administration Building.

### Commencement Announcements

- May be ordered through the bookstore, for more information contact the bookstore at 407 646 2133, or visit their website.

### Photographs

- Professional photographers will take photographs of each graduate receiving his or her diploma, and **will contact graduates by email and/or mail after Commencement regarding proofs and purchase options.** Please make sure we have your most current information on file.

### Email

- Your current rollins.edu e-mail address will be turned off approximately one month after graduation.

**If you have any questions or concerns, please contact Robin Mateo at [rmateo@rollins.edu](mailto:rmateo@rollins.edu) or 407 646 2415.**

# Crummer Commencement Instructions

## Saturday, August 29, 2009

There will not be a Commencement rehearsal. This notice provides all the information you will need to enjoy Commencement and its rich traditions.

Degree candidates will meet in the **SunTrust Auditorium\*** by 9 a.m. Your name card will be placed alphabetically on a chair; this is the card you will hand to the person who will announce your name as you step onto the stage. **Please do not leave any valuables in the SunTrust Auditorium; leave all valuables with your guests.**

**\* \* CAP TASSELS SHOULD BE POSITIONED ON THE LEFT SIDE OF THE CAP \* \***

The academic procession will proceed in this order: flags, platform group, faculty of the College, candidates for degrees.

The procession will move from the SunTrust Auditorium to the Knowles Memorial Chapel. **DO NOT CHANGE THE ORDER OF THE MARCH AS DIPLOMAS ARE IN THE SAME ORDER AS THE ORDER OF THE MARCH.**

Candidates, after reaching their assigned seats, will remain standing until all candidates are in place. Remain standing for the Invocation. After the Invocation, candidates may be seated, and must remove their caps.

When the time comes for conferring of degrees, candidates will rise as a group at a signal from the marshals. Remain standing while the group is presented and President Duncan makes a brief statement officially conferring degrees. A marshal will direct candidates to the announcer, where each candidate will present his/her name card. Each name will then be read.

Each candidate will proceed to the spot in front of the dean; candidates should turn their back to the dean so that he can place a hood over their head. Once this is accomplished you should shake his hand and then move across the stage to the president who will hand you your diploma. Accept the diploma with your left hand and shake hands with the president as a photo is taken by a professional photographer, then return to your seat.

The Alma Mater and Benediction will follow the presentation of the degrees. Graduates should rise for the Alma Mater, replace their caps, and remain standing. After the Benediction, the platform group and faculty will lead the procession out of the Chapel. The marshals will then direct the graduates to move out, row by row.

If you should find a mistake on your diploma, have received the wrong diploma, or you have a blank diploma cover, please return it to Crummer Student Records.

Commencement is a very special time for you and for the staff and faculty of the Crummer Graduate School of Business. We look forward to sharing this moment with you, your family, and friends.