A Guide for Students, Faculty, Family, and Friends

Friday, December 18, 2015 • 2 p.m.
John Lyman Center for the Performing Arts
501 Crescent Street • New Haven, CT 06515
SouthernCT.edu/commencement

- The university will hold its mid-year undergraduate commencement in the John Lyman Center for the Performing Arts, beginning with an academic procession originating from Engleman Hall at 2 p.m. Located on campus, the center can seat up to 1,000 guests. The center is wheelchair-accessible and will provide services for guests with disabilities. These services, available on a first-come, first-served basis, include handicapped parking, wheelchair locations with companion seating, sign language interpreting, and programs in large-print and alternative formats.

- **All guests are required to have a ticket.** Tickets will be distributed to students in person at the Adanti Student Center (see schedule below). Each candidate will receive up to two guest tickets. If you do not need both tickets, please leave them so that others may use them. If additional tickets are available, they will be distributed on a first-come, first-served basis.

- All guest seating is unreserved general admission.

- The ceremony will be streamed live to the Adanti Student Center Theater, and online at SouthernCT.edu/commencement.

GUEST TICKETS DISTRIBUTION AND CANDIDATE READER CARD
- Students eligible to participate in commencement must have applied for a Fall 2015 degree with the Registrar’s Office and their earned credits plus their Fall 2015 registered credits are greater than or equal to 120.

DISTRIBUTION SCHEDULE
- **Monday, December 8**
  10 a.m. to 7 p.m. – Adanti Student Center Information Desk

- **Tuesday, December 9**
  10 a.m. to 7 p.m. – Adanti Student Center Information Desk

- **Wednesday, December 10**
  10 a.m. to 7 p.m. – Adanti Student Center Information Desk

- Eligible students participating in Commencement must pick up their reader card and guest tickets by December 9.

- If additional tickets are available, they will be distributed on a first-come, first-served basis. Students who request additional tickets will be notified by email regarding the distribution date.

- Students who choose to participate in the December commencement ceremony and are receiving magna, summa or cum laude honors may pick up their honors cord with their reader cards and guest tickets.

CAPS AND GOWNS
- Candidates for the bachelor’s degree must purchase a cap and gown at the university bookstore in order to participate in the ceremony. Caps and gowns will be available beginning **Monday, November 30, and cost $43.**

- Faculty needing regalia must make their rental request to the bookstore no later than November 27.

PARKING AND CHECK-IN
- Ample parking is available in the lots and garages on campus.

- The graduate procession assembly area in Engleman Hall Rotunda opens at 12:30 p.m.

- All students are asked to arrive at the assembly area no later than 1:30 p.m.

- Ticketed guests will enter Lyman Center through the front entrance and candidates are asked to move immediately to the check-in area in Engleman Hall Rotunda. Guests are asked not to visit in the in the assembly area.

GRADUATE PROCESSION ASSEMBLY
- The procession assembly will begin in the Engleman Hall Rotunda. All graduation candidates must have a commencement reader card for admittance to the Engleman Hall assembly area. Candidates should not go to Lyman Center before the event.

- Commencement marshals will direct candidates to their respective schools for line placement. The commencement reader card will enable the school marshals to assist in lining up candidates correctly.

Please note that personal items such as handbags and cameras should be left with your guests and may not be brought to the assembly area.

- Faculty assemble near the Kendall Drama Lab no later than 1:30 p.m.

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ACADEMIC PROCESSION AND CEREMONY

- You must be in line no later than 1:30 p.m., so that the commencement procession can begin promptly at 2 p.m. The ceremony will begin at 2:15 p.m. It will last approximately two hours.

- As you line up for the procession, you should have your reader card. If your name is difficult to pronounce, print it phonetically (example: John P. Sobelesky = "So-ba-LES-ski"). This will help us pronounce your name correctly as you walk across the stage to receive your diploma.

- Degree candidates will line up for the procession by schools. The list of schools and majors follows:

  **School of Arts and Sciences**
  - Anthropology
  - Art Education
  - Art History
  - Art, Studio
  - Biochemistry
  - Biology
  - Chemistry
  - Communication
  - Computer Science
  - Earth Science
  - Economics (B.A.)
  - English
  - French
  - Geography
  - German
  - History
  - Italian
  - Journalism
  - Liberal Studies
  - Mathematics
  - Media Studies
  - Music
  - Philosophy
  - Physics
  - Political Science
  - Psychology
  - Sociology
  - Spanish
  - Theatre

  **School of Business**
  - Accounting
  - Business Economics (B.S.)
  - Finance
  - International Business
  - Management
  - Management Info Systems (MIS)
  - Marketing

  **School of Education**
  - Athletic Training
  - Early Childhood
  - Elementary Education
  - Elementary Education/Bilingual Education
  - Elementary Education/Special Education Collaborative
  - Information and Library Science
  - Special Education

**School of Health and Human Services**
- Communication Disorders
- Exercise Science
- Nursing
- Public Health
- Recreation and Leisure Studies
- Social Work

PRESENTATION OF DIPLOMAS

- You will receive your diploma by school. Your dean will ask you to stand at the appropriate time in the ceremony. You will then be asked to come forward to receive your diploma jacket on stage. The university has arranged for a private professional photographer to take photographs of you receiving your diploma jacket on stage. The photographer's website is commencementphotos.com.

  The photographer will contact students before the ceremony about these photographs.

- Guests will not be allowed to take photographs near the stage or in the graduate seating area.

- Out of respect for your classmates, you must return to your seat after receiving your degree and remain there until all graduates have received their degrees.

COMMENCEMENT DECORUM

- Past classes have established a tradition of dignified behavior befitting an academic event as important as commencement. Our faculty is confident that your class will continue this tradition. We invite you to participate in commencement with the understanding that the faculty will not tolerate disruptive behavior. Remember, the relatives of students and friends of the university attend this ceremony. It is up to you to make a positive last impression.

- Do not bring alcoholic beverages to commencement.

- To maintain the dignity of the ceremony, students are asked not to affix large messages to either their caps or gowns. The faculty marshals will ask that you remove any such message before you will be allowed to march in the procession.

- For your own safety, and the safety of people sitting near you, do not stand on chairs during the ceremony. Out of respect for the graduates, you are asked to remain seated until everyone has received his or her degree and marched out of the theater at the end of the ceremony. Students who have chosen to participate in the ceremony will not be allowed to leave early.

MEMORABILIA/GIFTS

- Student organizations and the university bookstore will be on site offering students and their guests the opportunity to purchase flowers and other merchandise. Please consider supporting their efforts, as proceeds from sales benefit student clubs. Please note that helium balloons are not permitted in Lyman Center.