

Congratulations on being a graduation candidate! We are happy to know that you plan on attending the Fall Commencement Ceremony at Bud Walton Arena on Saturday, December 17<sup>th</sup>. Please see below for some important information that will help you and your guests prepare for the event. Information is also available online at <http://registrar.uark.edu/graduation/commencement/fall-commencement.php>.

## ALL UNIVERSITY COMMENCEMENT CEREMONY

December 17, 2016

### Instructions for Participating Students

- 1) The ceremony will begin at 9:00 a.m. in Bud Walton Arena. Students must be lined up no later than 8:30 a.m.
- 2) Student check-in begins at 7:30 a.m. at the **West entrance** of Bud Walton Arena. All students should be in line by 8:30 a.m. Students who are not in line by 8:30 a.m. will still be able to participate in the ceremony, but may not be able to process in or sit with the other graduating students.
- 3) Students and escorts should make arrangements with guests or family members to take care of purses, cameras, or any other personal items, as there is no secure place to leave them. Personal items will not be allowed on the arena floor.
- 4) Adornments not approved by the University Commencement Committee at least 30 days prior to the graduation ceremony, will not be allowed.
- 5) All students should check in at the tables located at the West entrance of Bud Walton Arena beginning at 7:30 a.m. At check-in, students will be given a card with their name and line up instructions. It is imperative that each student have their own card and keep it with them **at all times**. Students who do not present their card to the announcer on the stage will not have their name announced.
- 6) Each doctoral student will have a faculty escort. If your faculty escort has not checked in by 8:30 a.m., please notify a ceremony volunteer.
- 7) Master's students should wear their hood throughout the ceremony. Doctoral student should wear the hood on their right shoulder until the hooding ceremony. All students, both master's and doctoral, should wear their hood while crossing the stage.
- 8) Tassels are to be worn on the right side of the cap and moved to the left at the end of the ceremony.
- 9) Students will proceed into the Arena area beginning at 8:30 a.m. When students are to be individually recognized, a marshal will move each line to the appropriate area of the Arena to enter the stage. Students must have with them the card they were given during check-in.
- 10) After leaving the stage, students will process to the photo station, have their photo taken and then proceed back to their seats.
- 11) At the end of the ceremony, it is important that **no one leave** the arena until they are directed to do so. The official party will leave followed by the participants, but marshals will ensure that this happens in an orderly manner.
- 12) Parking for individuals with mobility issues will be available in lot 60 on a first come/first serve basis. Spaces will be limited. Ushers will be available inside the arena to assist with seating. There will be a limited number of seats in the mobility-impaired area; therefore, one or two additional guest may accompany the mobility-impaired person in arena seating.
- 13) All guests will be required to enter through the south entrance of the arena. All other entrances will be blocked for security purposes. All bags will be checked, so plan to arrive early to avoid a delay in reaching your seats. No balloons, wrapped packages, strollers or large umbrellas will be allowed.
- 14) Grad Images will be taking photographs of each graduate and will contact the students directly regarding prints. Students may also contact Grad Images by calling 1-800-261-2576, or visit their website at <http://gradimages.com/>. If you have additional questions, please contact the Registrar's Office at [registra@uark.edu](mailto:registra@uark.edu) or at (479)575-5455.

**Congratulations Graduates!**