



**COLLEGE OF AGRICULTURAL SCIENCES  
COMMENCEMENT INSTRUCTIONS  
Spring 2009**

*Bachelor's candidates do **not** need to turn in a form if you intend to walk in the ceremony— all you need to do is show up! However, if your graduation term is not Spring 2009, or you are a graduate student, and you intend to walk in the CAS ceremony, **you must let the Dean's office know!***

**Ceremony: Saturday, May 16, 2009, at 12:00 Noon in Moby Arena**

**Graduate School Ceremony:** Friday, May 15, 2009, at 3:00 p.m., in Moby Arena. Master's and Ph.D. candidates will receive information **directly from the Graduate School (491-6817)**. You can also access the Graduate School website for more information at <http://graduateschool.colostate.edu/>. If you are getting your graduate school diploma (Master's or Ph.D.) and you choose to walk in the College of Ag ceremony *instead* of the Graduate School ceremony, **you must let the Dean's Office know by April 24<sup>th</sup>** by calling 491-6274 or emailing [jennifer.carter@colostate.edu](mailto:jennifer.carter@colostate.edu).

**Announcement Sales:**

**Customized orders (with student's name imprinted).** A company representative from CB Graduation Announcements will be present on **February 24<sup>th</sup>, 25<sup>th</sup>, and 26<sup>th</sup> from 10:00 a.m.-3:00 p.m.** in the Lory Student Center Flea Market area (outside the University Bookstore) to take customized orders. Orders can be placed after February 26th by calling 800-433-0296 or at [www.cbgrad.com](http://www.cbgrad.com). Customized orders are returned within 7 days of order.

**Generic announcements.** Non-personalized announcements can be purchased at the University Bookstore anytime.

**Guests:** Tickets are not needed for families and guests, nor is the number of invitees limited. Special seating for those using wheelchairs is available; those with limited mobility should arrive early to obtain reserved seating on the first two rows of the concourse level. Sign language interpreters will be present at the ceremony; those needing sign interpretation should sit on the south concourse, Section P.

**Parking at Moby Arena:** There is no charge for any commencement parking. Friday, May 15, is the last day of final exams and a typical workday, thus regular A-permit parking will be enforced until 4:00 p.m. on the main campus near Moby Arena. Visitors can park in the lot west of Moby Arena and anywhere on campus except for the 20-minute loading zones and red zones. There should be sufficient time between ceremonies to minimize parking congestion, but support staff will be present to direct traffic as necessary. Additional parking information can be obtained from the CSU Police Department – Parking Division at (970) 491-7041.

**Conduct:** Alcoholic beverages, inappropriate substances or objects are not in keeping with the dignified nature of our commencement ceremony, are not permitted in Moby Arena, and will be confiscated. Uniformed police officers will be in attendance. In accord with commencement policies, you may be

requested to open robes, purses, etc., for inspection. This ceremony is the capstone of the academic experience for you, other students, and your family and friends. We appreciate your consideration for the rights of others to enjoy the ceremony free from disruptive or otherwise inappropriate behavior.

**Caps and Gowns (Regalia Orders and Distribution)**: No advance reservations need to be made. Students, except for doctoral candidates, keep their cap and tassel. Your regalia reflect centuries of tradition in academe. **The color of the College of Ag Sciences' tassel is maize.**

**NOTE:**

- Master's hood colors match the degree, not the major. All Master's tassels are black.
- **Students graduating with academic honors (cum laude, magna cum laude, and summa cum laude) will wear GOLD robes.** They will receive a letter indicating this status and they must present it when picking up their regalia in order to receive a gold cap and gown. **Honors Program graduates will wear GREEN regalia.** Honor Society cords may be worn. Graduates should contact their honor society advisor for more information on the appropriate cords.
- Your mortarboard cap should be worn level and not on the back of your head. Tassels are worn on the left side. In recognition of the tradition and dignity of a graduation ceremony, you should not decorate your regalia in any way.

**Rental costs are as follows:**

BACHELOR CAP, GOWN, AND TASSEL	\$18.75
(Includes traditional black bachelor, gold for distinction, or green for honor's program scholar)	
MASTER'S OR DOCTORATE RENTAL UNIT	\$37.50
(Includes gown, cap, tassel, and hood)	
SOUVENIR TASSELS	\$6.25

The regalia supplier, Unique Recognition, will accept **cash only** for payment of regalia.

**Distribution at the Lory Student Center, Rm 228 – Tues.-Thurs., May 12-14, 8:00 - 5:00**

**Distribution at Moby IM Gym & LSC, Rm 228 – Fri. & Sat., May 15 & 16, 1 hour before ceremony**

**Processional:**

- Please meet in the Intramural Gym **no later than 11:15 p.m.** on Saturday, May 16. Allow adequate time for traffic, parking, etc.
- When you get to the IM Gym, pick up your name card. If you have not already stopped by the Dean's office to do so, you will need to fill out the back with your mailing and e-mail address *only if you wish to receive photo proofs from GradTrak graduation photos.*
- You will need to proofread your card to ensure your major, any concentrations, minors, second majors, etc. are listed correctly, as this is what the Announcer will be reading for you as you walk across the stage.
- Write the name of your home town on the card as you would like it to be announced.
- Once you have picked up, filled out, and proofed your card, you will need to complete the Career Services survey if you have not already done so.
- Assemble behind your department sign, and follow instructions for line-up given by Department Marshals, who will be wearing yellow stoles. Distinction (cum laudes) and Honors candidates will line up first, followed by the rest of the majors in the department in no particular order.

The ceremony will begin promptly at 12:00 p.m. and will last approximately two hours.

**Diploma Cover Distribution:** For diploma cover distribution, your Marshals will guide you. You will leave your chair, give your name card to the announcer, receive your diploma cover and shake hands with members of the platform group, and return to your seat. The actual diploma will be mailed to graduates approximately **six weeks after commencement**. For those unable to attend the ceremonies, diploma covers are available in the Provost's Office (undergraduate students only) or from the Graduate School (graduate students only). Diploma covers can be mailed by calling 491-6614 for undergraduate students or 491-6817 for graduate students; the postage cost is \$3.00 for U.S. mailings.

**Recessional:** There will be a formal recessional. Please watch your Department Marshal for guidance.

**Regalia Returns:**

Return of regalia will be immediately after the ceremony to the regalia company in the Intramural Gym. Please note that there may be a charge for late returns. Any late returns should be sent directly to Unique Recognition at 333 East 4<sup>th</sup> Street, Suite 102, Loveland, CO 80537.

If you have other questions about commencement, please contact the Dean's Office. You may stop by 121 Shepardson, call (970) 491-6274, or e-mail [Jennifer.Carter@colostate.edu](mailto:Jennifer.Carter@colostate.edu). And...

# ***Congratulations!!!***