

## GUEST FAQ

Family, friends and other guests are cordially invited to the UNT Dallas Commencement Ceremony to celebrate their student's academic achievements. The following is important information for guests to know prior to attending the ceremony.

### When and where is the commencement ceremony?

The commencement ceremony for Spring 2017 will be held on May 19<sup>th</sup>, starting promptly at 5:00PM, at the Auditorium at IBOC at 7701 S Westmoreland Rd, Dallas, TX 75237.

### Are tickets required for the ceremony?

Tickets are not required for the ceremony.

### Where do guests and students park?

Guests are encouraged to park and enter the building at the main entrance as indicated on the parking map.

Students will park and enter the building at the Cockrell Hill entrance, as indicated on the parking map.

### What time should guests and students arrive for the ceremony?

Guests should begin arriving no earlier than one hour prior to the start of the event. Seating is on a first come, first serve basis. Guests **will not** be permitted to save seats and should arrange to have the entire party present before going to their seats. If the entire party has not arrived yet, the group will be asked to move so that complete parties can sit. Ushers will be located in the auditorium to assist with seating.

Students should arrive at commencement no later than two hours prior to the start of the event. Arriving late will result in the student not being lined up with their school/major. Arriving after commencement has already begun may result in the student not being able to participate in the ceremony.

### What if a guest requires special assistance or handicap accessible seating?

Students or guests who need special accommodations for commencement will need to contact the UNT Dallas Office of Disability Services at 972-338-1777 or at [UNTDdisability@untDallas.edu](mailto:UNTDdisability@untDallas.edu).

### What can guests bring to commencement?

Guests are encouraged to celebrate their students with flowers, small gifts, and cheerful smiles. The following items, however, will **not be permitted** in the commencement auditorium:

- ❌ Air horns or megaphones.
- ❌ Umbrellas, large signs, flags or laser pointers, or incendiary devices.
- ❌ Alcohol or any outside food items (Water bottles with caps are permitted)
- ❌ No drones or any unmanned flying vehicles

### **Will there be a professional photographer at commencement?**

Flash Photography will be the official commencement photographer. Every graduate will be photographed at the ceremony. If students have not received proofs within 2 weeks of the ceremony, they are encouraged to contact Flash Photography directly at 888-325-3930 or at [www.FLASHphotography.com](http://www.FLASHphotography.com).

Guests can take their own photos from their seats, but will not be permitted to obstruct walkways by standing in aisles or at the front.

### **What time will commencement end?**

Commencement durations times will vary. The approximate end time for a ceremony beginning at 5:00PM is 7:00- 7:30PM. Guests will not be allowed to congregate in the lobby as commencement comes to a close. If guests leave the auditorium before the end of commencement they will be asked to move outside where they can meet their student at the end of the recessional line.

### **Where can guests meet their students after commencement?**

The student recessional line will exit the auditorium, go *through* the lobby, and end **outside** the main entrance of the building. Students will not be released in the lobby, so gathering in the lobby during and after commencement is not permitted. Guests can meet up with their students after commencement, **outside**, at the water fountain at the main entrance of the building.

### **Is there a lost and found for misplaced items?**

Yes, there is a lost and found station at the main entrance, in the lobby. The VIP kiosk will be the designated area for misplaced items to be turned in. A detailed description of the item may be requested, by the attendant, prior to releasing the item.

### **Additional questions?**

Contact the Office of the Registrar by phone at 972-780-3664, by email at [registrar@untdallas.edu](mailto:registrar@untdallas.edu), or in person at office 105A in building 1.