MAY 2015 COMMENCEMENT INSTRUCTIONS
Location: Bo Ryan Court – Williams Fieldhouse

**FRIDAY, MAY 8th – 7:00 p.m.**
School of Business
School of Graduate Studies (all Master’s Programs)
Assembly/Line-up time: Pioneer Activity Center Track – Williams Fieldhouse at 6:00 p.m.

**SATURDAY, MAY 9th – 9:00 a.m.**
College of Business, Industry, Life Science & Agriculture (excluding School of Business)
Assembly/Line-up time: Pioneer Activity Center Track – Williams Fieldhouse at 8:00 a.m.

**SATURDAY, MAY 9th – 12:30 p.m.**
College of Liberal Arts & Education
Assembly/Line-up time: Pioneer Activity Center Track – Williams Fieldhouse at 11:30 a.m.

**SATURDAY, MAY 9th – 4:00 p.m.**
College of Engineering, Mathematics & Science
Assembly/Line-up time: Pioneer Activity Center Track – Williams Fieldhouse at 3:00 p.m.

**PRIOR to Commencement:**
After May 4th, pick up your cap and gown (order deadline without late fees is March 27th) at the University Bookstore in the Markee Pioneer Student Center; check your tassel color. Students with majors from more than one discipline must choose which color to wear at commencement. Only one tassel should be worn.

**Commencement Day:**
1. Please park in designated areas. A special parking map for commencement may be found on the graduation website at http://www.uwplatt.edu/registrar/graduation. If you park on city streets, please observe signs with parking restrictions.

2. All graduates should meet on the lower level of the Pioneer Activity Center (track level of the fieldhouse). You should report to the check-in table to obtain your name card. KEEP THIS CARD – you need to hand it to the name reader on the stage during the ceremony.

3. After obtaining your name card, proceed to available tables to complete the reverse side. This information will be used by the photographer to send you your proofs. The Registrar or Assistant Registrar will be available if you have concerns about your name pronunciation.

4. With the assistance of faculty or staff, arrange yourself with other graduates in alphabetic order within your college. **Do not walk across the center of the track.** Your tassel should be placed on the left side of your cap.
5. Faculty leaders will lead you to the appropriate section in the gymnasium. The leaders will count the seats so please move in to completely fill each row.

6. Remain standing in place until all graduates have entered. The faculty leaders will motion for you to be seated before the faculty procession begins. It is customary to remove your caps during the singing of the Star Spangled Banner.

7. When the Dean calls your college, you will be directed to stand in unison. After some brief words, you will be directed to proceed to the stage in a single file line.

8. Proceed up the ramp to the first turn. One person at a time may proceed from the turn to the top of the ramp and hand their card to the name reader. The next person should start walking to the top of the ramp as soon as the previous person reaches the name reader. As your name is read, walk across the stage. Your college dean and/or Provost Den Herder will congratulate you at center stage. Proceed to Chancellor Shields to receive your diploma cover and shake his hand. Proceed down the ramp and return to your seat.

9. Remain standing until your college dean requests the graduates of your college to be seated. After the ceremony, the stage party and faculty will proceed out of the gym, but graduates may remain and connect with their family and friends.

10. After greeting your guests, we ask your cooperation and exit the gymnasium. There are three ceremonies held on Saturday and staff need to prepare for the incoming guests. You are invited to remain on campus either outdoors if weather permits or in the Markee Pioneer Student Center.

Commencement is the most preeminent event on campus. We know that you and your family are excited about your completion of your degree. While we expect people will celebrate this accomplishment, we ask that the celebration be respectful of others in attendance. Please do not allow your celebration to spoil that of another’s. Since the gymnasium is usually filled to capacity, we ask that you consider those around you, including children and the elderly. Even though artificial noisemakers are not allowed, you will still be able to enjoy the festivities respectfully and tastefully.

The university alcohol and drug advisory committee also reminds everyone in attendance that commencement is a “no use event.” If you are believed to be intoxicated, you will be asked to leave.

Remember, have fun, stay safe and congratulations on your upcoming life-changing achievement. Be proud that you will soon be a diploma-wielding Pioneer.

UW-Platteville Commencement Committee