

1999

**UNDERGRADUATE DEGREE CANDIDATES COMMENCEMENT
INFORMATION. DECEMBER 19. 1999**

Eastern Michigan University

EASTERN MICHIGAN UNIVERSITY
UNDERGRADUATE DEGREE CANDIDATES
COMMENCEMENT INFORMATION, DECEMBER 19, 1999

I. DATE AND TIME

Sunday, December 19, 1999, Eastern Michigan University Convocation Center

11:45 a.m.	Doors open.
12:30 p.m.	Assemble in the lower level of the Convocation Center.
12:45 a.m.	Processional starts to file into the Convocation Center Arena.*
1:00 p.m.	Commencement program begins.

* You must be in academic dress and in line before the processional starts in order to participate.

II. FINANCIAL OBLIGATIONS, DEADLINE FOR CORRESPONDENCE COURSES AND TRANSFER CREDIT

- All bills, including library charges, parking fines and health service accounts, must be paid by the close of the current session. Persons holding certain student loans must arrange for an exit interview with the Student Loan Office, 203 Pierce Hall, 487-3335.
- All correspondence lessons must be completed and final examinations written before exam week.
- Any candidate for graduation who needs credit transferred to Eastern from another institution to fulfill graduation requirements must be certain the transcript reaches the Office of Records and Registration by the close of the current session.

III. CAP, GOWN AND TASSEL

Please present the enclosed voucher when purchasing your cap and gown. Academic dress for commencement (cap, gown and tassel) is now available and may be purchased from the University Bookstore, McKenny Union during the following days/times:

Monday, Tuesday	9 a.m. – 7 p.m.
Wednesday, Thursday	9 a.m. – 6 p.m.
Friday	9 a.m. – 4 p.m.
Saturday	11 a.m. – 3 p.m.

The cost of the cap, gown and tassel is \$17.50 plus tax. Students who have completed all degree requirements during the Fall 1999 session and are graduating with honors (3.50-or-above cumulative GPA) will receive a gold tassel. Gold tassels may be picked up at 302 Pierce Hall during the weeks of December 6 and 15. Please call the University Bookstore (487-1000) with any academic-dress questions.

IV. HOW TO WEAR YOUR CAP AND GOWN

- The gown must be hooked at the collar and remain hooked.
- The long point of the cap should be at the back with the tassel over the left temple.
- Dark shoes are preferred; flowers should not be worn.
- Men should remove their caps during the national anthem.

V. TICKETS

Guest seating is available on a first-come, first-served basis. **TICKETS ARE REQUIRED FOR COMMENCEMENT.** Each graduating student is eligible to receive up to six (6) tickets for guests. The tickets may be picked up at the Eastern Michigan University Convocation Center. Tickets will be available December 6, 9, 10 and 13 between the hours of 8 a.m. and 5 p.m. Tickets will also be available December 7, 8 and 14 between the hours of 8 a.m. and 7 p.m. Additional tickets MAY be available on a first-come, first-served basis December 15-17. There will be a limit to the number of extra tickets which may be distributed. The limit will be based on the number of tickets that remain after initial distribution ends on December 14. **Students are not guaranteed their initial six (6) tickets if not received by December 14. All tickets not distributed as of 7 p.m. on December 14 are eligible for extra ticket distribution.** Photo ID and enclosed ticket voucher are required when picking up tickets. *For information regarding handicapped seating, please call the Convocation Center Ticket Office at 734.487.2282.*

VI. GRADUATION PHOTOS

A photographer will take a color photo of all graduates as they receive their diploma covers on stage. Graduates will be requested to stop briefly for the photo. Each graduate will receive a FREE color proof. There is no obligation to buy enlargements. A photo company representative will give each graduate an address card on the day of commencement. The completed cards will be collected at the stage. The proofs will be sent to graduates several days after the ceremony.

VII. GRADUATION CEREMONY INSTRUCTIONS

- Assemble in lower level of the Convocation Center no later than 30 minutes prior to the start of the ceremony. Doors open at 11:45 a.m.
- Do not bring coats, purses, or other personal items, as the rooms will NOT be locked during the ceremony.
- Candidates for graduation who are attired in academic dress will form a line in the lower level of the Convocation Center. At the proper signal from the Marshals and staff, graduates will proceed into the Convocation Center arena.
- Upon the request of Provost and Vice President Ronald W. Collins, the candidates for the bachelor's degree will stand as a group. After the presentation and acceptance by the representative of the Board of Regents, all persons should be seated.
- At the proper time, candidates will receive a signal to come forward for their diploma covers. Candidates will rise, one row at a time, on the signal from the Marshals. Candidates will then walk to the stage and present their card to the person announcing the graduates' names. After your name is called, you will walk forward, receive your diploma cover as your photo is taken, and return to your chair.
 - Please print your name on the enclosed card and bring it with you to commencement. The card is used to announce your name as you walk across the stage to receive your diploma cover. If your name is difficult to pronounce, please also print a phonetic spelling of your name.
- All candidates will remain in their seats throughout the ceremony.
- No food or beverages will be allowed in the Convocation Center.
- Candidates will follow the direction of the Marshals for the recessional. You may wish to make arrangements with your guests to meet at a designated spot outside the Convocation Center after the ceremony has ended.

VIII. DIPLOMAS

Bachelor's diplomas for students who submitted their applications for April graduation by the deadline will be available for pick up at 302 Pierce Hall during the week of March 6-10, 2000. Picture ID is required to pick up a diploma. All diplomas that are not picked up by 5 p.m. on March 10 will be mailed to the address on the graduation application. Diplomas for those students who submitted applications after the deadline will be forwarded by mail as they are received. Provisional teaching certificates will be mailed directly from the Department of Education in Lansing.

IX. TRANSCRIPTS

All students will receive, with their diploma, a complimentary official transcript showing all Eastern Michigan University course work. The graduation date listed on the transcript will be December 21, 1999.

**REMEMBER THAT THE ENCLOSED VOUCHERS ARE NEEDED FOR YOU TO OBTAIN
ACADEMIC DRESS AND GRADUATION TICKETS FOR YOUR GUESTS.**

**REMEMBER TO BRING THE ENCLOSED CARD WITH YOU ON SUNDAY, DECEMBER 19, 1999.
YOU SHOULD PRINT YOUR NAME AND, IF NECESSARY, A PHONETIC SPELLING
ON THE CARD PRIOR TO COMMENCEMENT.**

There is a limited number of seats available in the Convocation Center. In order for Eastern Michigan University to comply with the safety code as set by the State of Michigan, all students eligible to participate in commencement are entitled to receive up to six (6) tickets at initial distribution. These tickets will be given out December 6-14. Generally, not all students who are eligible to participate choose to attend the commencement ceremony. Extra tickets (historically 1 or 2 tickets per student) are usually available and are given out after the initial distribution has been completed. Please discuss the limited availability of tickets with your guests ahead of time. Eastern Michigan University wants to make this occasion special for you and your guests, and feels it is important that you have this ticket information ahead of time when planning your guest list.

EASTERN MICHIGAN UNIVERSITY
DOCTORAL, SPECIALIST'S AND MASTER'S GRADUATE DEGREE CANDIDATES
GRADUATE CERTIFICATE RECIPIENTS
COMMENCEMENT INFORMATION, DECEMBER 19, 1999

I. DATE AND TIME

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11:45 a.m.	Doors open.
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1:00 p.m.	Commencement program begins.

* You must be in academic dress and in line before the processional starts in order to participate.

II. FINANCIAL OBLIGATIONS AND TRANSFER CREDIT

- All bills, including library charges, parking fines and health service accounts, must be paid by the close of the current session. Persons holding certain student loans must arrange for an exit interview with the Student Loan Office, 203 Pierce Hall, 487-3335.
- Any candidate for graduation who needs credit transferred to Eastern from another institution to fulfill graduation requirements must be certain the transcript reaches the Office of Records and Registration by the close of the current session.

III. CAP, GOWN, TASSEL AND HOOD

Please present the enclosed voucher when purchasing your cap and gown. Academic dress for commencement (cap, gown, tassel and hood) is now available and may be purchased from the University Bookstore, McKenny Union during the following days/times:

Monday, Tuesday	9 a.m. – 7 p.m.
Wednesday, Thursday	9 a.m. – 6 p.m.
Friday	9 a.m. – 4 p.m.
Saturday	11 a.m. – 3 p.m.

Academic hoods are assigned according to the college (not department) from which you are graduating. The colors are as follows:

White	College of Arts and Sciences
Drab	College of Business
Light Blue	College of Education
Citron	College of Health and Human Services
Gold	College of Technology
Purple	All Specialists
White/Green/Blue	Ed.D.

The cost of the cap, gown, tassel and hood is \$36 plus tax. Please call the University Bookstore (487-1000) with any academic-dress questions.

IV. HOW TO WEAR YOUR CAP, GOWN AND HOOD

- The gown must be hooked at the collar and remain hooked.
- The long point of the cap should be at the back with the tassel over the left temple.
- Place the hood over your head so the narrow velvet edge is at your throat. Take the bottom part of the velvet in the back and flip just the velvet so the colored satin is exposed. *There will be a staff member at commencement to assist you in arranging your academic dress.*
- Dark shoes are preferred; flowers should not be worn.
- Men should remove their caps during the national anthem.

V. TICKETS

Guest seating is available on a first-come, first-served basis. **TICKETS ARE REQUIRED FOR COMMENCEMENT.** Each graduating student is eligible to receive up to six (6) tickets for guests. The tickets may be picked up at the Eastern Michigan University Convocation Center. Tickets will be available December 6, 9, 10 and 13 between the hours of 8 a.m. and 5 p.m. Tickets will also be available December 7, 8 and 14 between the hours of 8 a.m. and 7 p.m. Additional tickets **MAY** be available on a first-come, first-served basis December 15-17. There will be a limit to the number of extra tickets which may be distributed. The limit will be based on the number of tickets that remain after initial distribution ends on December 14. **Students are not guaranteed their initial six (6) tickets if not received by December 14. All tickets not distributed as of 7 p.m. on December 14 are eligible for extra ticket distribution.** Photo ID and the enclosed ticket voucher are required when picking up tickets. *For information regarding handicapped seating, please call the Convocation Center Ticket Office at 734.487.2282.*

VI. GRADUATION PHOTOS

A photographer will take a color photo of all graduates as they receive their diploma covers on stage. Graduates will be requested to stop briefly for the photo. Each graduate will receive a FREE color proof. There is no obligation to buy enlargements. A photo company representative will give each graduate an address card on the day of commencement. The completed cards will be collected at the stage. The proofs will be sent to graduates several days after the ceremony.

VII. GRADUATION CEREMONY INSTRUCTIONS

- Assemble in the lower level of the Convocation Center no later than 30 minutes prior to the start of the ceremony. Doors open at 11:45 a.m.
- Do not bring coats, purses, or other personal items, as the rooms will NOT be locked during the ceremony.
- Candidates for graduation who are attired in academic dress will form a line in the room to the left at the bottom of the stairs. At the proper signal from the Marshals, graduates will proceed to the arena.
- Upon the request of the Provost/Graduate School Dean, the candidates for doctoral degrees will stand as called. They will walk to the stage and present their name card to the person announcing the graduates' names. After the students' names are called, the students will walk forward, receive their diploma covers and doctoral hoods, have their photo taken and return to their chairs.
- Candidates for specialist's degrees will rise as a group, be presented to the Board of Regents and faculty, walk to the stage and present their name card to the person announcing the graduates' names. After the students' names are called, the students will walk forward, receive their diploma covers as their photos are taken, and return to their chairs.
- Advanced certificates and master's degree candidates will stand as a group, be presented to the Board of Regents and faculty, walk to the stage, one row at a time, and present their name card to the person announcing the graduates' names. After the students' names are called, the students will walk forward and receive their diploma covers, have their photos taken, and return to their chairs.
 - Please print your name on the enclosed card and bring it with you to commencement. The card is used to announce your name as you walk across the stage to receive your diploma cover. If your name is difficult to pronounce, please also print a phonetic spelling of your name.
- All candidates will remain in their seats throughout the ceremony.
- No food or beverages will be allowed in the Convocation Center.
- Candidates will follow the direction of the Marshals for the recessional. You may wish to make arrangements with your guests to meet at a designated spot outside the Convocation Center after the ceremony has ended.

VIII. DIPLOMAS

Diplomas for students who submitted their applications for April graduation by the deadline will be available for pick up at 302 Pierce Hall during the week of March 6-10, 2000. Picture ID is required to pick up a diploma. All diplomas that are not picked up by 5 p.m. on March 10 will be mailed to the address on the graduation application. Diplomas for those students who submitted applications after the deadline will be forwarded by mail as they are received. Provisional teaching certificates will be mailed directly from the Department of Education in Lansing.

IX. TRANSCRIPTS

All students will receive, with their diploma, a complimentary official transcript showing all Eastern Michigan University course work. The graduation date listed on the transcript will be December 21, 1999.

**REMEMBER THAT THE ENCLOSED VOUCHERS ARE NEEDED FOR YOU TO OBTAIN
ACADEMIC DRESS AND GRADUATION TICKETS FOR YOUR GUESTS.**

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COMMENCEMENT TICKETS VOUCHER- DECEMBER 19, 1999 CEREMONY

The Convocation Center, the largest accessible facility available, has a limited seating capacity. To assure space for relatives and friends of graduates, tickets are issued. Admission to the Convocation Center will be by TICKET ONLY. Each candidate is entitled to receive up to six (6) tickets. Tickets will be distributed at the Eastern Michigan University Convocation Center. Please complete the form below and bring it with photo ID to obtain your tickets. Tickets will be available December 6, 9, 10, and 13 between the hours of 8 a.m. and 5 p.m. Tickets will also be available December 7, 8, and 14 between the hours of 8 a.m. and 7 p.m. Additional tickets MAY be available on a first-come, first-served basis on December 15, 16, and 17. There will be a limit to the number of extra tickets which may distributed. The limit will be based on the number of tickets that remain after initial distribution ends on December 14. Students are not guaranteed their initial six (6) tickets if not received by December 14. All tickets not distributed as of 7 p.m. on December 14 are eligible for extra ticket distribution.

Student Number _____ Name _____
Number of tickets requested _____

Degree (circle one) Bachelor's Master's Certificate Specialist's Doctoral

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Degree (circle one) Bachelor's Master's Certificate Specialist's Doctoral

GRADUATION CAP AND GOWN VOUCHER

Present this voucher when you purchase your academic dress at the EMU Bookstore, McKenny Union.

Monday, Tuesday	9 a.m. – 7 p.m.
Wednesday, Thursday	9 a.m. – 6 p.m.
Friday	9 a.m. – 4 p.m.
Saturday	11 a.m. – 3 p.m.

Undergraduate caps, gowns and tassels are \$17.50 plus tax; graduate caps, gowns, hoods and tassels are \$36 plus tax.

Name: _____ Student Number: _____

DEGREE (CIRCLE ONE): Bachelor's Master's Certificate Specialist's Doctoral

COLLEGE (CIRCLE ONE): Arts & Science Business Education Health & Human Services Technology

Please note: Academic Dress becomes the property of the student.

YELLOW VOUCHER – UNDERGRADUATE STUDENTS; GREEN VOUCHER – GRADUATE STUDENTS

GRADUATION CAP AND GOWN VOUCHER

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COLLEGE (CIRCLE ONE): Arts & Science Business Education Health & Human Services Technology

Please note: Academic Dress becomes the property of the student.

YELLOW VOUCHER – UNDERGRADUATE STUDENTS; GREEN VOUCHER – GRADUATE STUDENTS

FREQUENTLY ASKED QUESTIONS DECEMBER 1999 COMMENCEMENT

- **When is commencement?** Sunday, December 19, 1999, in the Convocation Center. The procession of students into the Convocation Center arena will begin at 12:45 p.m., fifteen minutes prior to the start of the program. The program will begin promptly at 1 p.m.
- **When and where do I obtain my cap and gown?** All students purchase their caps and gowns at the University Bookstore, McKenny Union. Specific times are listed on the commencement information sheets and the graduation cap and gown vouchers. All academic dress is yours to keep.
 - **Undergraduate** students receive a cap, gown and tassel for \$17.50 plus tax. Undergraduates receiving academic honors (3.50-or-higher cumulative g.p.a.) are entitled to wear a gold tassel. These may be picked up at 302 Pierce Hall when obtaining tickets for guests.
 - **Graduate** students receive a cap, gown, hood and tassel for \$36.00 plus tax. The color of the hood corresponds to the color designated for the particular college (not department) from which one is graduating.
- **When should my guests arrive for the ceremony?** The doors to the Convocation Center will be open at 11:45 a.m. Guests will enter the Convocation Center via the doors off the parking lot on the west side of the building, under the canopy.
- **When should I arrive?** You should be in line, in academic dress, ready to proceed into the Convocation Center arena at 12:30 p.m. Marshals/ushers will direct you into the Convocation Center. The procession begins promptly at 12:45 p.m. The commencement program will begin promptly at 1 p.m.
- **Where do my guests park?** Parking is available at the Convocation Center, and lots across the street from the Convocation Center. All other EMU lots will also be open for parking, with shuttle service at Oakwood and Mayhew as well as in the valley outside the Eastern Eateries.
- **Are tickets required for guests?** YES, TICKETS ARE REQUIRED. You are allocated up to six (6) tickets for guests. These tickets should be picked up by 7 p.m. on December 14, 1999. The tickets may be picked up at the Eastern Michigan University Convocation Center. Tickets will be available December 6, 9, 10 and 13, between the hours of 8 a.m. and 5 p.m. Tickets are available December 7, 8 and 14 between the hours of 8 a.m. and 7 p.m. Additional tickets **MAY** be available on a first-come, first-served basis on December 15, 16 and 17. There will be a limit to the number of extra tickets that may be distributed. The limit will be based on the number of tickets that remain after initial distribution ends on December 14. **Students are not guaranteed their initial six (6) tickets if not received by December 14. All tickets not distributed as of 7 p.m. on December 14 are eligible for extra ticket distribution.** Photo ID and the enclosed ticket voucher are required when picking up your tickets.
- **Is there handicapped access for guests?** Yes; please make arrangements in advance for handicapped seating. An area has been built into the facility for wheelchairs. Also a signer is available for guests with a hearing impairment in a specific section of the arena. Please contact the Convocation Center Ticket Office (734.487.2282) to make arrangements for handicapped seating. Guests may stop at the entrance to the Convocation Center nearest the B and C lots to drop off guests with a handicap.
- **Can I leave my coat in the rooms in the Convocation Center?** The rooms in the Convocation Center will NOT be locked. Please leave coats and purses with your guests.
- **Where do I line up for the graduation ceremony?** Bachelor's Degree students enter the Convocation Center via the main entrance and proceed to the lower level. Students should then turn right at the end of the steps and make another right to the gymnasium. Graduate Degree/Certificate students should also enter via the main entrance and proceed to the lower level. Graduate students should then turn left at the end of the stairs and proceed to their room. Undergraduate students receiving academic honors (3.50-or-higher cumulative g.p.a.) will begin the procession from the gymnasium.

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- **How are graduates lined up?** Graduate students will proceed with other students from the college of their major (according to the color of the hood). Undergraduates receiving academic distinction are generally seated together. All other undergraduates process in lines following.
- **May I sit with my friends?** Yes, whenever possible. When assembling for the procession, friends should line up behind each other, not side by side, so that you will be guided into the same row.
- **What takes place at the ceremony?** Faculty, students and platform guests proceed into the Convocation Center. The President provides a welcome, introduction of the platform participants, and introduces the Commencement Speaker. Following the Commencement address, students are announced individually to receive diploma covers and walk across the stage. The Board of Regents chair reads the charge to the graduates and everyone proceeds out of the arena.
- **How are names read?** Each degree/certificate candidate receives a 3x5 card in the commencement information packet. Candidates should print their names on the cards (as they are to be read aloud) and bring the cards to the ceremony. Cards will be handed to the reader at the stage.
- **Do I move my tassel from one side to the other?** No. Generally, this action is performed at some high schools and has never become a part of the University tradition. The tassel is worn on the left side.
- **What do I actually receive during the ceremony?** You will be handed your diploma cover as you walk across the stage. The actual diplomas may be picked up at 302 Pierce Hall during the week of March 6-10, 2000.
- **Does anyone take pictures?** A photographer will take a color photo of all graduates as they receive their diploma covers on stage. Graduates will be requested to stop briefly for the photo. Each graduate will receive a FREE color proof. There is no obligation to buy enlargements. A photo company representative will give each graduate an address card on the day of commencement. The completed cards will be collected at the stage. The proofs will be sent to graduates several days after the ceremony.
- **Can my family/guests take photos/videos?** Unfortunately, there is limited space at the staging area for outside photographers, which is why we provide students with a free photo. Our ushers are instructed to keep non-participants away from the stage area so that the audience can view the ceremony. Your guests may take photos and/or videos from their seats. The cameras must contain their own battery packs since electrical outlets are not available. Please ask your guests to refrain from using bright lights with video cameras since these are often distracting to others.
- **How long does Commencement last?** Since EMU has maintained the tradition of announcing the names of all graduating students, the ceremony should last approximately 1 ½ hours. Students will remain in their seats until the recessional. At that point, all students proceed outside. It is recommended that students make arrangements with family and guests to meet at a specific site outside the Convocation Center after the ceremony.
- **What if the diploma mailing address I put on my graduation application changes?** You will need to notify the Office of Records and Registration, 303 Pierce Hall, Ypsilanti, MI 48197. Diplomas are mailed out by UPS and will be returned to campus if undeliverable. A change of address with the U.S. Post Office does not always reach the UPS Company, so your diploma may not be forwarded to your new address. Notifying the Office of Records and Registration will help eliminate returned or late diplomas.