Dear Graduate:

These must be busy and exciting days as you anticipate your forthcoming graduation. Congratulations! We in the College of Human Environmental Sciences take great pride in your achievements and look forward to joining you in graduation activities. The information below may be useful as you formulate graduation plans.

SENIOR INFORMATION: HES Departments: If you have not completed a graduation check, please schedule via MU Connect to meet with Carla Jerome Beckmann to make sure that all requirements have been met. Social Work: If you have questions about your graduation status, please see Kathleen Claxton-Rogers in 722 Clark, or call her at 573-882-1656.

COMMENCEMENT: The Commencement Ceremony for the College of Human Environmental Sciences will be held at 7:30 p.m. on Friday, May 12th, 2017 in the Hearnes Center. Tickets are not required; you can bring as many guests as you want. Please note that graduates should start reporting in their cap and gown at 6:45 p.m. to the Field House where you will line up within your department. Guest can start to be seated 1½ hours before the ceremony.

This ceremony provides the ideal “photo opportunity” to commemorate your graduation activities. A commercial photographer will take a photograph of each graduate during his/her special moment of recognition.

HEARNES ARENA RULES: The Hearnes Center has restrictions on the following items:
- Minimal bags are permitted (there will be bag checks)
- Strollers not permitted
- Large umbrellas are not permitted- small umbrellas that can fit inside a purse are permissible
- All signage must be no larger than 2’X3’
- ADA Parking: all on a first come first service basis
  - Mizzou Arena- ADA parking located in Lot I immediately north of Mizzou Arena
  - Hearnes Center – ADA parking is located in Lot M east of the Hearnes Center

CAPS AND GOWNS/ANNOUNCEMENTS: Caps, gowns, and tassels will be worn for this event, and are available at the University Book Store. Invitations are available through C.B. Announcements. You can contact them by calling 800-433-0296 or one of the following web pages www.cbgrad.com or http://www.themizzoustore.com/c-581-official-announcements.aspx

TRANSCRIPTS AND DIPLOMAS: You may request transcripts from the Registrar’s Office, 125 Jesse or via the website, http://registrar.missouri.edu/transcripts-records/official-transcripts.php. When ordering your transcript prior to the end of the semester make sure you indicate you want to have the transcript held for grades. Be certain your student account is paid. Transcripts and diplomas will not be released if you have any University financial obligations.

Graduates completing degree requirements by May 12, 2017, will receive the official diploma from the Registrar’s Office by mid- September. August graduates who will be completing their degree requirements over the summer will receive the official diploma by mid- November.

COMMENCEMENT WEB SITE: For your use and convenience, a web site has been established focusing on graduation and related topics. It outlines questions and answers pertaining to commencement exercises, MU traditions, parking and more! It is located at http://commencement.missouri.edu/. Please check it out and take advantage of useful tool!

PEOPLE WITH DISABILITIES: Should you or a guest need accommodations to assist your participation in the HES Commencement Ceremony, please contact our HES Student Services Office by May 5, 2017. You may either stop by 106 Gwynn Hall or call (573) 882-6424 to provide the necessary information. If
your guest needs wheelchair accessibility, Hearnes has wheelchair accessibility on the East and West side of the building.

**PERSONAL AFFILIATIONS:** You will receive a diploma cover during commencement exercises. Inside the diploma cover, you will find an application for membership to the University of Missouri Alumni Association. We are tremendously impressed by the activities and services of the Alumni Association. An award-winning magazine, *Mizzou*, will keep you up-to-date on campus activities, and you will receive special announcements for events such as travel tours. In addition, our Human Environmental Sciences Alumni Organization receives a percentage of the dues for its own projects that promote our College.

**FAMILY AND FRIENDS:** The University will send a commencement invitation to parents. We believe graduation is an especially happy time for families, and we have planned our ceremony to give them a close-up opportunity to applaud you. We warmly encourage meaningful participation in one of life’s true milestone events.

**CONVOCATION INSTRUCTIONS:**

The College of Human Environmental Sciences Commencement will be held at **7:30 p.m. on Friday, May 12, 2017 in the Hearnes Center.** The commencement is formal, and traditional caps and gowns must be worn by the candidates. Please read the following instructions carefully:

1. Please start reporting **6:45 p.m.** to the **Field House** wearing your cap and gown.

2. **Mortar boards should be worn parallel to the ground,** flat on the head. All candidates will wear tassels on the back **left** side. The tassels should remain there throughout the convocation exercises. Flowers and decorative jewelry should **not** be worn on the academic gown. Black or dark shoes are recommended.

3. You will line up by department/school. Look for your department sign. You will receive a 3x5 card with your name on it as soon as you arrive. Take this card with you to the ceremony. Graduate students will line up after the BSW students who will be followed by MSW students, then H.E.S. Master's students and finally Ph.D. students.

4. To begin the procession, you will be led from the line-up area to the seating area. **Remain standing until all candidates have entered, the platform party has entered and been seated,** and the music has stopped.

5. During the ceremony, Ms. Shahan will ask you to stand and approach the stage. As a department, stand up and move to the side of the auditorium. Give your 3x5 card to the person who will be reading your name as you cross the stage. When your name is called proceed to Interim Dean Rikoon, he will present your diploma cover and shake your hand. Next proceed to the Alumni Board president who will congratulate you.

6. Finally exit from the stage. **Remain standing until all the students in your department/school have returned to their seats.** The chairperson or director will then ask you to be seated.

7. At the end of the ceremony, the platform party will recess, followed by the graduates. You will exit in the same order that you come in. Please **stand when the platform party rises to leave.**
8. The University has arranged for a professional photographer to take pictures.

9. Congratulations! We will be interested in knowing where you are and what you are doing in the next stages of your career. Please keep in touch!