

**Volgenau School of Engineering – Graduation Ceremony
May 17, 2018 @ 2:00 pm Eagle Bank Arena**

Arriving:

- Plan on arriving @ Eagle Bank Arena by 1:00 pm but no later than 1:30 pm
- Guests can go directly into Arena

Parking lot Activities

- **Look for Bioengineering Sign** - Ask Event coordinators and/or marshal if you need help locating BioE Department Graduates/Area
- **Student Line up (Prior to Procession into Eagle Bank Arena @ 2:00 pm)**
 - *Name cards/pencils* (See Event Coordinator)
 - Complete 3 x 5 Cards – Used:
 - Read your name quickly and correctly)
 - Receipt of photo proof(s) online after ceremony
 - *Transition Cards* (See Department Coordinator)
 - Start (Green) – 1st person in line for BioE Dept)
 - Stop (Red) – Last person in line for BioE Dept)
 - How to wear Robe, Cap, Hoods and Tassels
 - Caps worn flat on the head
 - Gown should fall midway between knee and ankle
 - Tassels usually worn on right side and shifted to left when graduates receive their diplomas

<https://academicregalia.herffjones.com/go/howtowear>

- Cellphone – Please put ringer on mute
- Photos - Sophia (Selfie Board)
- Alumni Pin distribution to all students
- Student Gifts

Procession into Eagle Bank Arena starts at 2:00 pm

Rain (VSE Decision by Noon on Thursday - Communicated to Event Coordinator)

Bioengineering Celebration Reception (ENGR Atrium from 4:00 pm – 6:00 pm)