



THE UNIVERSITY OF ARIZONA

College of Education

**Congratulations on your upcoming graduation!**

**College of Education Convocation  
Information for students and guests  
Student Union Grand Ballroom**

Please also see the Frequently Asked Questions at <https://coe.arizona.edu/convocation>.

**All graduating students participating in the ceremony need to check in at 8:00 am** at the Student Union, 3<sup>rd</sup> floor – please follow posted signage. You will receive your registration cards listing your name – and, for doctoral students – the title of your dissertation. Keep this card safe, as it is what you will hand to the faculty at the podium when you cross the stage to shake hands with the dean and dignitaries.

**ATTIRE:**

**Graduate students are required to wear academic regalia to participate.**

**Undergraduate students may wear either academic regalia or professional attire.** Most of our undergraduate students choose to wear regalia (cap and gown). **If you do not have regalia and need to purchase it, please contact the [Campus Store](#).**

**Doctoral and Master's** students should carry their hoods instead of wearing them. Each graduate student will be hooded at the ceremony by designated faculty. Note that your department has designated the faculty member to hood master's students, and it may not be your advisor and/or chair.

**Tassels** are worn on the right side before degrees are conferred and moved to the left after conferral of undergraduate degrees. Degree conferral occurs at the University Commencement, not at Convocation. Graduate students, already having earned a degree, wear their tassels on the right side the whole time.

**Footwear:** The entrance ramp to the floor of the arena is quite steep so you will want to consider that when selecting your footwear for the event.

**Personal Items:** There is no place to store personal items such as flowers, purses and/or cameras that you do not want to carry with you during the ceremony so please leave those items with a family member or friend ***before*** you check in.

## THE CEREMONY:

**All graduating students** will be directed (after check in) to the correct lineup area at the Student Union, Catalina Room. COE staff will be assisting you with the correct line up for the processional. It is very important that you understand the directions they provide and that you **stay in line in the correct order.**

- Line up in order directed by COE staff
- **STAY IN ORDER**
- Try to maintain a reasonable volume so instructions can be heard and the guests in the ballroom are not distracted by the noise.
- Please refrain from visiting with your guests during line-up.
- Follow the directions of staff during the processional and move into the rows as directed to avoid backing up the line.
- Remain standing when you are in the row – until the dean takes the podium and the program begins.
- Follow directions of staff when you are asked to stand and exit your row to proceed to the stage.

**All students** -when it is your turn to cross the stage, hand your card to the faculty reader at the podium and **do not stop** – proceed as follows:

1. **Graduates – doctoral and master’s degrees** – proceed to the faculty hooder and hand that person your hood – turn and face the audience. As soon as your hood is in place proceed to the dean and dignitaries to shake hands and receive your memento.
2. **Undergraduates** – walk directly across the stage to the dean and dignitaries to shake hands and receive your memento.
3. Exit the stage and proceed to the photographer. Professional photographers will be taking photos of each student crossing the stage as well as a posed photo after you exit the stage. Grad Images will forward proofs for your review and/or purchase approximately a week after the ceremony. Return to your original seat – follow directions of CoE staff
4. When the ceremony ends please remain seated until the faculty has recessed from the platform
5. Students will be dismissed row-by-row by CoE staff to the lobby, where faculty will be available to take photos with departmental banners.

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## INFORMATION FOR GUESTS

**GRADUATING STUDENTS – Please provide your guests with appropriate information concerning parking and entrance to the Student Union Grand Ballroom.**

**PARKING:** There is no charge for parking to attend the CoE Convocation. The closest parking is in the Second St. Garage located at 1390 E Second St. Additional parking is available at all other garages and at all surface lots south of 6<sup>th</sup> Street ([maps](#)). Parking is free and first come – first served.

*If you take a ticket at garage entry, please take the ticket with you and stop at the cashier's booth before returning to your car.* Tell the cashier you attended the College of Education Convocation and the cashier will validate your ticket for free. Often, the gates are open for everyone to exit freely so this step may not be needed.

**Special assistance requests for guests:** If you requested special assistance (e.g., ASL, wheelchair seating, assisted listening) for your guests when you registered, please ask your guests to follow the directions that were provided by our office when arriving for the ceremony. The best entrance for guests to use is the main north) entrance on the 3<sup>rd</sup> floor. Guests who requested special assistance and who are not able to walk long distances may be dropped off north of the Student Union at the end of the roundabout on Mountain Avenue prior to parking your vehicle.

**Guest access and seating:** Guest access to the Student Union Grand Ballroom is through the main entrance (north doors) on the 3<sup>rd</sup> floor. A limited amount of guest seating will be available in any section that is not marked “reserved”. The Grand Ballroom is accessible from the elevator on the ground level.