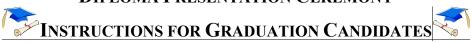


## **DIPLOMA PRESENTATION CEREMONY**



## Saturday, May 11 through Saturday, May 18

Your pre-ordered academic regalia will be available for pick-up at the SMU Bookstore May 11 - 18. For your convenience, the Bookstore will be open the following hours and can be reached at 214-768-2435:

Monday, May 13 – Thursday, May 16 8:30 a.m. – 7:00 p.m. Friday, May 17 8:00 a.m. – 8:00 p.m. Saturday, May 18 7:30 a.m. – 10:00 p.m.

### Saturday, May 18

## 2:00 p.m.

If inclement weather should cause the ceremony to be moved to another location, a sign will be posted on the steps of Owen Arts Center. Please see alternate "inclement weather plan" instructions below.

### 4:00 p.m.

**Reception** hosted by the Dean in the Greer Garson Theatre Lobby for all graduates and their families and guests. RSVP to your Major Division office if you plan to attend.

### 5:30 p.m.

Report to the main entrance of Caruth Auditorium in Owen Arts Center. At the tables in the lobby, you will be given a card showing an assigned seat number in Caruth. You will also be given a contact information sheet to complete for the photographer. After completing the information sheet, go immediately to your assigned seat and remain there quietly until the processional begins. **Retain the card.** It will be read by the student reader as you walk across the stage to receive your diploma cover. **Changes to your credentials will be cause for delay of the ceremony and judicial action**; if there are mistakes, report them to Chuck Donaldson or Janet Stephens (undergraduates) or to Lisobel Bernal (graduate students).

Please do not leave valuables in Caruth Auditorium.

### 6:20 p.m.

**Processional begins**. Under the marshal's direction, you will exit Caruth Auditorium row by row. **It is important that you do not deviate from your assigned march order.** You will exit the building by the north door and proceed to your seating in the Dean Carole Brandt Garden (south courtyard). Fill each row to capacity. Remain standing until directed to be seated.

### 6:30 p.m.

**Program begins.** For the presentation of diplomas, your Division Chair will ask you to rise.

You will rise by row and, following the marshal, file to the south side of the platform where you will hand your card to the student reader at the microphone. Wait until your name has been read, then proceed to Dean Bowen who will give you your diploma cover.

A professional will photograph you as you cross the stage, and after receiving your diploma cover. Color proofs and ordering information will be mailed to the address you provide on your contact information sheet. Please notify your family of these arrangements.

Continue across the platform to be congratulated by the chair of your division and by Associate Dean Hofeditz. As you leave the platform, proceed up the north side of the steps and into the Bob Hope Lobby where another photograph will be taken. Proceed to the south side of the lobby where you will exit the building, and proceed down the steps and back into your row. There will be Meadows staff members along this route for assistance if needed.

Remain seated while the members of the platform party exit. Once the recessional music is completed, all are dismissed. CONGRATULATIONS!

No food, drink or smoking are allowed in the building or outside in the graduate section during the ceremony. Failure to comply with this regulation will result in the offender's removal from the ceremony and judicial action. Each graduate will find a water bottle waiting for them in their seat.



# DIPLOMA PRESENTATION CEREMONY Inclement Weather Plan

In the event of inclement weather, including rain or a forecasted heat index of 100 or above, we will communicate alternate site plans by 2:00PM by the following methods:

- A sign will be posted at the front steps of Owen Arts Center.
- Announcements will be made at the Dean's Reception in the Greer Garson Theatre lobby.
- An announcement will be made on the Meadows graduation website: http://www.smu.edu/meadows/commencement/.

## Check-in for all ceremonies will begin at 5:30 in the Bob Hope lobby.

## All ceremonies will begin at 6:30 in the following locations:

### Advertising, Film & Media Arts, Communication Studies, and Journalism

Location: McFarlin Memorial Auditorium

Line up in basement lobby of McFarlin Auditorium

### Art, Art History, and Arts Management & Arts Entrepreneurship

Location: Greer Garson Theatre Line up in Margo Jones Theatre

### Dance; Theatre

Location: Bob Hope Theatre Line up in the Green Room

#### Music

Location: Caruth Auditorium

Line up in the east and south hall of Owen Art Center basement outside Caruth stage doors.

Your division chairs and faculty along with Meadows staff will be on hand in these areas to help coordinate the line-up and procession. After your ceremony, return to the Hope Lobby in Owen Arts Center to receive your diploma cover and have your photograph taken.