Central Michigan University

Commencement

Fall 2017 Ceremony Guide
Information and instructions for graduates and guests

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Ceremony Schedule

Saturday, December 16, 2017
John G. Kulhavi Events Center | 360 E. Broomfield Rd. | Mount Pleasant, MI 48858

9:00 a.m. Ceremony
- Bachelor of Applied Arts
  - Entrepreneurship major
- Bachelor of Science in Athletic Training
- Bachelor of Science
  - Communication Disorders major
  - Community Health Education major
  - Exercise Science major
  - Health Administration major
  - Health Fitness major
  - Physical Education major
  - Public Health Education and Health Promotion major
  - Sports Studies/Management major
- Bachelor of Science in Business Administration
- Bachelor of Science in Education

1:30 p.m. Ceremony
- Bachelor of Applied Arts
  - All majors except Entrepreneurship
- Bachelor of Arts
- Bachelor of Fine Arts
- Bachelor of Music
- Bachelor of Music Education
- Bachelor of Social Work

1:30 p.m. Ceremony
- Bachelor of Music Education
- Bachelor of Education

6:00 p.m. Ceremony
- Bachelor of Individualized Studies
- Bachelor of Science
  - All majors except those listed in the 9:00 a.m. ceremony
- Bachelor of Science in Computer Engineering
- Bachelor of Science in Electrical Engineering
- Bachelor of Science in Engineering Science
- Bachelor of Science in Engineering Technology
- Bachelor of Science in Mechanical Engineering
- Master of Science – Information Systems
- Master of Business Administration
- Specialist in Education
- Doctor of Education

- Master of Arts
- Master of Music
- Master of Public Administration
- Master of Science in Administration
- Graduate Certificates

- Master of Science
- Specialist in Psychological Services
- Doctor of Audiology
- Doctor of Health Administration
- Doctor of Philosophy
- Doctor of Physical Therapy
Cap and Gown

All graduates must wear proper academic regalia to participate in commencement. To maintain the dignity of the commencement ceremony graduates may not attach any objects to their academic apparel that may detract from the meaning and importance of the occasion.

Undergraduate and Graduate Students

The cost for undergraduate students is $60 plus shipping (includes tax) for the purchase of cap, gown and tassel. The cost for graduate students is $85 plus shipping (includes tax) for purchase of cap, gown, hood and tassel. Prospective graduates have several opportunities to purchase their cap and gown:

- **Grad Fair:** Grad Fair 2017 will be held Monday, October 23, 2017 from 10:00 a.m. – 6:00 p.m. and Tuesday, October 24, 2017 from 9:00 a.m. – 5:00 p.m. in the Bovee University Center Rotunda.
- **Online Ordering:** Caps and gowns may be ordered online at [www.cmubookstore.com](http://www.cmubookstore.com). Orders should be placed no later than Friday, December 1, 2017 to ensure on time delivery.
- **CMU Bookstore:** Caps and gowns can be purchased at the CMU Bookstore Office from Friday, October 27, 2017 – Saturday, December 16, 2017.
- **Commencement Weekend:** Caps and gowns can be purchased in Rose 121 (located within the Events Center) on Saturday, December 16, 2017 beginning at 7:00 a.m.

Doctoral Students

Doctoral candidates must make arrangements to rent or purchase their custom CMU academic apparel through the CMU Bookstore Office at 989-774-7490 or 800-283-0234. The CMU Bookstore Office hours are 8:00 a.m. – 5:00 p.m., Monday – Friday. **Orders must be placed as soon as possible, but no later than Friday, October 13, 2017.**

**CMU Bookstore Office**

Bovee University Center #202 | 103 E. Preston St. | Mount Pleasant, MI 48859
Website: [www.cmubookstore.com](http://www.cmubookstore.com) | Email: gross1l@cmich.edu | Phone: 989-774-7490 or 800-283-0234
Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.

Graduation Announcements

Personalized announcements may be ordered from Balfour at [www.balfour.com](http://www.balfour.com) or by calling 1-866-BALFOUR (866-225-3687).
Tickets
Students participating in commencement may receive up to six (6) tickets for seating in McGuirk Arena. Tickets are for general admission. **Tickets and seating are not guaranteed and are on a first-come, first-served basis. If additional tickets become available, an email notification will be sent to all graduates by Friday, December 1, 2017.** It is recommended that graduates reserve their tickets no later than Wednesday, November 22, 2017. Graduates have several options for obtaining their commencement tickets:

- **Grad Fair:** Grad Fair 2017 will be held Monday, October 23, 2017 from 10:00 a.m. – 6:00 p.m. and Tuesday, October 24, 2017 from 9:00 a.m. – 5:00 p.m. in the Bovee University Center Rotunda. Graduates must have a photo ID to pick up tickets.

- **Mail, Pick-Up or Will-Call:** To reserve tickets graduates must contact Ticket Central by phone at 888-347-3872 or in person at Ticket Central (located inside the John G. Kulhavi Events Center main entrance). Ticket orders may be placed during regular business hours beginning on Wednesday, October 25, 2017. Graduates can choose to either have their tickets mailed for a $3 processing fee, pick up their tickets at Ticket Central, or have their tickets available at the Ticket Central will-call window for their guests to pick up on commencement day. Anyone picking up tickets must have a photo ID. To ensure on-time delivery tickets will not be mailed after Friday, December 1, 2017.

If tickets are lost or stolen, graduates must contact Ticket Central to have their tickets reissued. Once tickets are reissued the original ticket will be void and cannot be used for admittance.

Graduates who decide they will not be using all the tickets that were distributed to them are asked to return unneeded tickets to Ticket Central before or on commencement day. This will allow the Ticket Central staff to assist other graduates that may need these tickets.

**Ticket Central**
John G. Kulhavi Events Center | 360 E. Broomfield | Mount Pleasant, MI 48859
Email: ticketcentral@cmich.edu | Phone: 888-347-3872
Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.

Live Webcast
A live video stream of the commencement ceremony is available at [www.cmich.edu/commencement](http://www.cmich.edu/commencement) for family members and friends who are unable to attend. Copies of the ceremony are not available for sale, however an archive stream of the ceremony is available. Adobe Flash Player, available free of charge, is required to view the ceremony. We recommend you download Adobe Flash Player well in advance of the time you wish to view the ceremony at [http://get.adobe.com/flashplayer/](http://get.adobe.com/flashplayer/).
Cords and Medallions

*Only societies and programs approved by the Academic Senate may wear insignia at commencement. A list of approved societies and programs can be viewed at:* [https://www.cmich.edu/AcademicSenate/secure/Pages/noncurric.aspx](https://www.cmich.edu/AcademicSenate/secure/Pages/noncurric.aspx).

Honors Cords and Medallions

Undergraduate students graduating with honors will receive, at no cost, honors medallions or cords. Summa Cum Laude and Magna Cum Laude graduates receive medallions and Cum Laude graduates receive cords. Eligible students have several opportunities to pick up their honor cords or medallions:

- **Grad Fair:** Grad Fair 2017 will be held Monday, October 23, 2017 from 10:00 a.m. – 6:00 p.m. and Tuesday, October 24, 2017 from 9:00 a.m. – 5:00 p.m. in the Bovee University Center Rotunda.
- **Registrar’s Office:** Honors cords and medallions can be picked up at the Registrar’s Office from Wednesday, October 25, 2017 – Friday, December 15, 2017.

For additional information regarding graduating with honors, please see the Graduating with Honors webpage at [https://www.cmich.edu/ess/registrar/RegistrarGraduation/Pages/Graduation-with-Honors.aspx](https://www.cmich.edu/ess/registrar/RegistrarGraduation/Pages/Graduation-with-Honors.aspx).

Registrar’s Office

Warriner 212 | 1200 S. Franklin St. | Mount Pleasant, MI 48859
Website: [www.cmich.edu/ess/registrar](http://www.cmich.edu/ess/registrar) | Email: registrar@cmich.edu | Phone: 989-774-3261
Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.

Veteran Cords

Graduates who are veterans or active duty military will receive veteran cords in recognition of their military services. Eligible students have several opportunities to pick up their veteran cords.

- **Veterans’ Resource Center:** Veteran cords can be picked up at the Veterans’ Resource Center during regular business hours until Friday, December 15, 2017.
- **Commencement Weekend:** Veteran cords can be picked up at Graduation Line-Up (located in the Large Sports Forum of the Student Activity Center) on commencement day.

Veterans’ Resource Center

Warriner 114 | 1200 S. Franklin St. | Mount Pleasant, MI 48859
Website: [www.cmich.edu/veterans](http://www.cmich.edu/veterans) | Email: veterans@cmich.edu | Phone: 989-774-7991
Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.
Commencement Day Instructions & Information

Instructions for Graduates: Graduates should enter the Student Activity Center (SAC) and go to the Large Sports Forum in the lower level of the SAC no later than one hour prior to their ceremony time. An elevator is located in the SAC’s main concourse across from the bowling center. Immediately go to the name card table and tell the attendant your name and degree. You will receive a partially pre-printed card that is used by the readers to announce your name to the audience and by the professional photographer. If needed, write your name phonetically at the top of the card. After receiving your name card, look for your degree sign. You may sit with a graduating friend if you both are receiving the same degree. Please leave personal belongings with your guests.

Instructions for Guests: Guests should enter the John G. Kulhavi Events Center main entrance. Doors will open to McGuirk Arena approximately one hour prior to the ceremony. Tickets are for general admission and are required for seating in the arena. Tickets and seating are not guaranteed and are on a first-come first-served basis. If graduates have tickets held for guests at will-call, guests should report to the Ticket Central will-call window (located inside the main entrance of the Events Center). Following the ceremony, guests must remain in their seats until all graduates have exited the arena. Guests can meet their graduates in the SAC main hallway or outside.

Driving Directions: For driving directions using a GPS or online mapping site, enter 360 E. Broomfield Rd., Mount Pleasant, MI 48859.

Parking: Graduates and guests may park free of charge in lots 62, 63 and 64. No parking permit is required. Graduates and guests should plan on 10-15 minutes to walk from the parking lots to the Events Center. Shuttles will be moving throughout the parking lots to assist guests.

Accommodations for Persons with Disabilities: Handicapped parking spaces are available in Lot 62W, located east of the Events Center. A handicapped license plate or hangtag is required to use these spaces. Limited seating is available for guests with disabilities, therefore guests who require ADA seating should arrive at least one-hour prior to the ceremony. ADA seating will allow for one companion to sit next to the them. Other members in the party will be seated nearby, if possible. American Sign Language interpreters will be present at all ceremonies. For additional information or questions regarding accommodations for persons with disabilities, please contact University Events at 989-774-3355.

Diplomas: Diplomas are not distributed during the commencement ceremonies. Students who are eligible for diplomas receive them by mail. Following the graduation date and upon successful completion of all remaining degree requirements, diplomas will be mailed to the permanent address on record over an eight to ten week period. If graduates need to change their address, they must complete a change of address request through CentralLink at least two weeks prior to the graduation date. Graduates who have an outstanding debt to the university will receive their diploma, but final transcripts are not released until the obligation is paid.

Programs: Commencement programs will be available for graduates as the line up for the procession. Programs are available for guests at the arena entrances. Any on-campus student who does not attend the commencement ceremony and wants a program sent with their diploma must notify the Registrar’s Office at 989-774-3261 or registra@cmich.edu. Programs are automatically sent to all Global Campus graduates.
Photography: A professional photographer will take photographs of all graduates. A proof of the photo will be mailed to the address on record with the university. Purchase information is included with the proof. If you choose to take your own photos during the ceremony please be courteous of those around you and do not block other’s view of the ceremony.

Flowers: Commencement Flowers will have a stand set up outside the ceremony for guests who are interested in purchasing flowers for graduates. Orders can also be placed online prior to the ceremony at www.commencementflowers.com/centralmichigan. Ordering online guarantees your selection of color/size. Online orders are available for pick up on site the day of commencement.

Ceremonial Behavior and Protocol: Commencement is an exciting and memorable day for all graduates and their guests, but it is also a solemn one. Graduates and guests are expected to remain for the entire ceremony. Leaving before the ceremony has ended is disruptive and disrespectful to others. The last graduate to cross the stage should expect to receive the same honor as the first. Please show consideration for all graduates by remaining seated until the conclusion of the ceremony.

During the ceremony, graduates and guests should refrain from excessive talking, cheering, use of noisemakers, and any other distractions that take away from the dignity of the ceremony. In addition, electronic devices should be set to vibrate, silent or off. Graduates and guests who are disruptive will be escorted from the ceremony.

At the conclusion of the ceremony, all guests must remain in their seats until the platform party and all graduates have exited the arena. Guests can meet their graduates in the SAC main hallway or outside.

Facility Protocol: CMU strives to create a safe and enjoyable environment for the commencement ceremonies, therefore bag checks will be conducted at all facility entrances. The following items are not permitted in the John G. Kulhavi Events Center: noisemaking devices (bells, horns, whistles, etc.), outside food or beverage, tobacco products and e-cigarettes, lighters, alcoholic beverages, pepper spray, illegal substances, and weapons.
Contact Information

Caps, Gowns, Tassels, Hoods, Diploma Covers and Diploma Frames
Contact: CMU Bookstore Office
Phone: 989-774-7490 or 800-283-0234 | Website: www.cmubookstore.com | Email: gross1l@cmich.edu

Ticket Information
Contact: Ticket Central
Phone: 888-347-3872 | Email: ticketcentral@cmich.edu

Graduation Requirements (undergraduate, graduate and doctoral), Honors Graduates, Diplomas
Contact: Registrar’s Office
Phone: 989-774-3261 | Email: registra@cmich.edu

Accommodations for Persons with Disabilities
Contact: University Events
Phone: 989-774-3355

General Information
Contact: Kyle Pybus-Jerome, Ceremonies and Events Coordinator
Phone: 989-774-7392 | Website: www.cmich.edu/commencement | Email: commencement@cmich.edu