

M4's Deans' Convocation Instructions

Convocation – Begins **promptly at 8:30 a.m.**, Mississippi Boulevard Christian Church is on the corner of Jefferson and Bellevue approximately 1 mile east of the University. Students should arrive by 7:30 a.m. to line up.

- 1) Parking is available in front of the church on the west side of Bellevue.
- 2) **DO NOT** bring personal items with you. There will be no place to lock them up. Either leave them with a family member or lock them in the trunk of your vehicle.
- 3) When you arrive at the church, enter through the front doors and go to the right. Our staff and some of the M3's will be on hand to assist you with line up.

Please inform your family members that flash cameras and tripods are **not to be set up inside the sanctuary**. We will have a photographer from Mangiante's Photography on hand to take pictures as you are hooded. They will also take pictures of the students receiving awards. Each graduate will be asked to complete a card for Mangiante's Photography before Convocation begins. This will provide them with instructions on mailing your free photo proof. You are under no obligation to purchase the pictures.

The Mississippi Boulevard Christian Church will video the Convocation services. A table will be set up in the lobby with the forms for you to complete if you would like to purchase a video. Most major credit cards, cash and check accepted.

Also, a GROUP PHOTO will be taken of the Class of 2009 in your regalia at 7:45 a.m. on the steps of the church **immediately FOLLOWING CONVOCATION** if it is not raining. If it is raining, an alternate site will be announced that morning.

- 4) The "tassel" is to be worn **on the right front of the cap during Convocation**. It will **NOT** be moved to the left until **after** the degree is conferred at Graduation that afternoon.
- 5) Women may want to bring hair clips/bobby pins to secure your cap in place.
- 6) After the Convocation ceremony, all graduates will exit before the general audience. PLEASE go through the lobby to the outside of the front of the building. **Do not stop** for any reason until you have completely exited the Church as it creates a real problem when the graduates arrange to meet their family members in the lobby. Ask your family members to meet you **outside** in front of the church. This will allow the general audience to more easily exit the building. If your family wishes to take pictures inside the sanctuary, they may do so **after** everyone has vacated the sanctuary. Ushers will be assisting.
- 7) There are handicap ramps into the building. Ushers (identified by a red ribbons) will be available to assist if necessary. Reserved Handicap seating is located on the first two pews on the left and right sections of the church only. The middle section, including the first two pews, are reserved for **GRADUATES ONLY**.
- 8) Anyone who has not picked up their class composite needs to do so when you are on campus to pick up your regalia. The class composites are in the campus Student Life Office, 800 Madison Avenue (SAC) – Liz Roemer – 448-4860. Due to the large size of the composite, we will be unable to mail them.
- 9) Graduation ceremonies will be held at the FedEx Forum. **ALL questions about commencement should be directed to Liz Roemer, 901/448-4860** in the Student Life Office. They have requested that students should arrive 45 minutes prior to graduation at 12:45 p.m.
- 10) All regalia should be turned back in to Liz Roemer immediately following commencement (lower level where you lined up). Once you turn in your regalia, you may pick up your Diploma, which will be available in the FedEx Forum Lobby.

If you have any questions regarding the **Deans' Convocation**, please call the **COM Office of Student Affairs at 901/448-5684**.