

December 2011 Commencement Information & Instructions

- **Admission Tickets** are required for December Commencement ceremonies. All graduates will receive (6) six tickets. The Commencement Office does not distribute additional tickets. If you need more tickets you may check with classmates who may not need all of their tickets. *Lost tickets will not be replaced.*
- **Arrival Time**
 - **Graduates** should plan to arrive at least 45 minutes prior to the start of their ceremony to check in with their college. Commencement ceremonies will start on time, so please make sure you allow enough time to check in, robe, greet family members, etc.
 - **Guests** – The doors to the convocation center will open one hour prior to the start of each ceremony. All seating is on a first-come, first-serve basis.
- **Cap & Gown (regalia)** – Check your cap and gown to make sure you have the correct regalia. You should have a tassel, a cap and a gown. Tassel colors vary; check the [Commencement website](#) for a list of colors. If you are receiving a doctorate or a master's degree you will also have a hood. If you have the incorrect regalia please visit or contact the bookstore, 231-591-2607, prior to the ceremony. We cannot fix or change incorrect or missing regalia at the ceremony. Tassels start on the right and are moved to the left during the ceremony.
- **Honor Designations** – are based on the accumulated average earned during all enrollment periods except fall semester 2011. Check the [Commencement website](#) for more information.
- **Diplomas** – will be mailed, by your [college's Commencement Coordinator](#), approximately eight weeks after the completion of your degree requirements.
- **DVD** – If you are interested in purchasing a DVD of the ceremony, please contact Steve Cox at (231) 591-2721 or by email at coxs@ferris.edu.
- **Loan Exit Counseling** – If you have a loan, you will need to complete [Loan Exit Counseling](#) before you graduate. Visit the Financial Aid website for more information.
- **Pictures** – A professional photographer, [Graduation Foto](#) (<http://www.graduationfoto.com>), will take a photograph of each graduate crossing the stage. Graduates will be asked to fill out a yellow Graduation Foto description card prior to the ceremony. The card will be collected on stage. Complimentary proofs, with order instructions, will be emailed or mailed to you within one week of graduation. If you do not receive your pictures contact Graduation Foto at (800) 482-0321.
- **Parking** – Follow Commencement signs, which will direct you to the Ewingleben Sports Complex and parking. Lot 48, located next to the Ewingleben Sports Complex, will have designated handicap parking (for guests with a handicap parking permit) as well as general parking on a first-come, first-serve basis. Department of Public Safety officers will be available to direct you.

- **Special Accommodations** – (*An Interpreter for the Hearing Impaired will be on stage for all ceremonies.*)
 - **Graduates** who require special accommodations should contact the Commencement office at least fourteen days prior to the ceremony by calling (231) 591-2612.
 - **Guests** – Wink Arena is handicap accessible and has several areas available that will accommodate wheelchairs and strollers on the main level (reservations are not needed). If you require special accommodations, other than mentioned above, please contact the Commencement office at least fourteen days prior to the event.

Below, please find an outline of what to expect the day of the ceremony. *Students do not have a rehearsal prior to the Commencement ceremonies.*

- Check-in at your college's table in the Ice Arena approximately 45 minutes prior to the start of your ceremony. Leave personal items with family or friends. **DO NOT** leave personal items in the Ice Arena. Ferris Commencement staff will not be responsible for lost or stolen items.
- During check-in you will receive a name card, where you may include a phonetic spelling of your name. The name card is used by the Adjutant to read your name as you cross the stage. At check-in, you will also receive a yellow Graduation Foto card. Graduation Foto will use this card to identify you and to send you proofs of the pictures that they take as you cross the stage.
- Approximately 15 minutes prior to the start of your ceremony, Commencement staff will line graduates up by degree (Doctorates, Masters, Bachelors, and Associates). Graduates who want to sit next to each other should be in the same line. The lines will split once inside Wink Arena, with one line being seated on the left side and the other being seated on the right side.
- Marshals (faculty members) will lead the graduates into Wink Arena.
- Graduates are to stand at their seat until their row is filled; once the row is filled graduates may sit down.
- Faculty will enter after the graduates are seated.
- The Mace Bearer (a faculty member) will lead the Presidential Party to the stage. (A Mace Bearer is a University representative who carries a mace and leads in the Presidential Party.)
- At the Adjutant's (a faculty member) cue, ushers will lead the graduates to the stage.
- The graduates will advance a row at a time to the right side of the stage.
- Once on the stage, graduates will hand their yellow Graduation Foto card to the stage assistant and their name card to the Adjutant.
- The Adjutant will read each graduate's name as they cross the stage.
- Graduates will be handed a diploma scroll by their Dean and be greeted by President Eisler and the Director of Alumni Relations, Jeremy Mishler. Diplomas are not distributed at the ceremony. You will receive your diploma from your college approximately 8 weeks after you have completed your degree requirements.
- Graduates will be asked to pause for a photo before leaving the stage.
- Exit on the left hand side of the stage and return to your seat (ushers will direct you).
- After all degrees have been conferred, the ceremonial switching of the tassel from right to left will take place.
- As a courtesy to all graduates, please remain seated until the ceremony is complete.
- At the end of the ceremony, follow the directions provided by the Adjutant.



Congratulations and best wishes on your future endeavors!

Visit the Commencement web page for more information
<http://www.ferris.edu/commencement/>.

December 2011 Commencement Ceremonies

Saturday, December 17, 2011

10:00 a.m. Ceremony

-  **College of Arts & Sciences**
 -  **College of Education & Human Services**
 -  **College of Engineering Technology**
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9:00 a.m.	Doors Open
9:15 a.m.	Check-in at your college's table in the Ice Arena (see locations below)
9:50 a.m.	Line-up in the following order: Master / Bachelor / Associate
10:00 a.m.	Commencement Ceremony starts promptly at 10:00 a.m.

Plan to check-in with your college no later than 45 minutes before your ceremony begins. Check-in tables are located in the Ice Arena (Ewigleben Sports Complex). See location below. Ushers will direct you.

- **College of Arts & Sciences** - students will check-in and assemble in Section G
- **College of Education & Human Services** – students will check-in and assemble in Section K
- **College of Engineering Technology** – students will check-in and assemble in Section C

If you have any questions concerning Commencement, please contact your college's Commencement Coordinator or the Commencement office.

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| • College of Arts & Sciences | Barb Hampel | (231) 591-3660 |
| • College of Education & Human Services | Terry Langan | (231) 591-2700 |
| • College of Engineering Technology | Donna Schmidt | (231) 591-2961 |
| • Commencement Office | Sherry Hayes | (231) 591-2612 |


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December 2011 Commencement Ceremonies

Saturday, December 17, 2011

1:30 p.m. Ceremony

 **College of Allied Health Sciences**

 **College of Business**

 **College of Professional & Technological Studies (CPTS)**

(Majors who walk with CPTS are listed below; all other degrees will walk with their affiliated college.)

- Digital Animation & Game Design
 - Digital Media Software Engineering
 - Industrial Technology & Management
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12:30 p.m.	Doors Open
12:45 p.m.	Check-in at your college's table in the Ice Arena (see locations below)
1:20 p.m.	Line-up in the following order: Master / Bachelor / Associate
1:30 p.m.	Commencement Ceremony starts promptly at 1:30 p.m.

Plan to check-in with your college 45 minutes before your ceremony begins. Check-in tables are located in the Ice Arena (Ewigleben Sports Complex). See check-in areas below. Ushers will direct you.

- **College of Allied Health Sciences** - students will check-in and assemble in [Section K](#)
- **College of Business (Master degree)** – students will check-in and assemble in [Section E](#)
- **College of Business (Bachelor and Associate degrees)** – students will check-in and assemble in [Section C](#)
- **College of Professional & Technological Studies** – students will check-in and assemble in [Section G](#)

If you have any questions concerning Commencement, please contact your college's Commencement Coordinator or the Commencement office.

• College of Allied Health Sciences	Richelle Williams	(231) 591-2263
• College of Business (graduate degrees)	Shannon Yost	(231) 591-2168
• College of Business (BR campus undergraduate degrees)	Carri Griffis	(231) 591-2493
• College of Business (off campus undergraduate degrees)	Deb Parrish	(231) 591-2494
• College of Professional & Technological Studies	Jocelyn Goheen	(616) 643-5743
• Commencement Office	Sherry Hayes	(231) 591-2612

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