

CAP AND GOWN INFORMATION

Pick Up: Kem Statuary Hall, Wehking Alumni Center, 926 Broadway

Thursday, December 17, 2015 8:30 a.m. - 6:45 p.m

Friday, December 18, 2015 8:30 a.m. - 2:45 p.m.

CAP & GOWN DISTRIBUTION

- Please allow at least 20 minutes to complete the distribution process. **Distribution will end promptly!**
- **Someone else may pick up your regalia for you, but must have written documentation of your diploma mailing address.**
- **Emergency pickup:** Saturday December 19, 9:30 a.m. – noon, Student Recreation Center (North), Room 107.
- Please bring your Student ID to cap and gown distribution.
- Plan to try on your cap and gown at distribution; **formal photographs will be taken without an appointment.**
- Souvenir tassels (not worn during ceremony) are available for purchase during regular cap and gown pick-up only.

EMBLEMS THAT MAY BE WORN AT COMMENCEMENT:

- Red tassel: honors in associate degrees, cum laude, magna cum laude or summa cum laude. Provided with cap and gown.
- White ribbon: Phi Kappa Phi candidates, provided with cap and gown.
- Engraved medallion: Academic Distinction in the Department of the Major, provided with cap and gown.
- Engraved medallion: Jane Stephens Honors Program, see Dr. Dickson or Ashley Showalter at the Honors House.
- Black and gold cord: Phi Eta Sigma members, contact Ashley Showalter at honors@semo.edu
- Black, blue, white cord: Omicron Delta Kappa candidates; contact Megan Murray, 573.651.2280.
- Red, white and blue cord: U.S. military and veterans, provided with cap and gown.
- Red, white and blue stole: U.S. military and veterans who chose to order and pay for it, provided with cap and gown
- **No other cords, honor emblems or decorations are approved to be worn at the Honors Convocation or Commencement.**

COMMENCEMENT INFORMATION FOR GRADUATION CANDIDATES

Commencement: Saturday, December 19, 2015, 2:00 p.m. Show Me Center (SMC)

Students report to the Student Recreation Center (North) by 1:15 p.m.

GUESTS

- **Please limit your guests to six in the arena to assure sufficient seating.** There is an overflow room where you may direct 1-2 additional guests, and the ceremony is also streamed live to the web (see <http://www.semo.edu/commencement> for link)

GENERAL INFORMATION ABOUT COMMENCEMENT

- As there is no rehearsal for commencement, it is imperative that you **arrive on time (1:15 p.m.)** for appropriate instructions. The marshals will assist you; please be attentive to their requests.
- The ceremony should be completed at approximately 4:15 p.m. Attendance is not required, but is encouraged.
- **Both students and guests are expected to extend to others the courtesy of remaining throughout the ceremony.**
- We suggest you leave purses, briefcases, or other valuables with one of your guests or locked in the trunk of your car.
- Cell phones and other electronic communication devices should be turned off during the ceremony.
- Smoking is not permitted in the arena.
- The use of noise makers, "silly string" or other projectile devices is not permitted indoors.
- For their own safety and to maintain the dignity of the ceremony, please ask your guests to remain seated during the ceremony.

COMMENCEMENT CEREMONY ASSEMBLY: 1:15 P.M. ON THE RECREATION CENTER (NORTH) TRACK

- Come dressed in your cap and gown. Instructions on wearing your cap and gown are provided at cap and gown pick-up.
- Collect your name card from the table associated with your major's college.

UNIVERSITY RECEPTION – STUDENT RECREATION CENTER-NORTH

- Reception immediately follows commencement, family and friends welcome. If you plan to meet guests at the reception, do so under the sign for your college. Your cooperation is requested in not meeting in the entrances.
- Liquid refreshments and background areas for personal photography will be provided.

PHOTOGRAPHY

- Professional photography is provided by Lifetouch Photography <http://events.lifetouch.com/findphoto.aspx> or 800-505-9496
- Family photos, etc., may be taken from 12:30 to 1:30 p.m. in the Show Me Center on commencement day; to ensure getting the pictures you want, please contact in advance those with whom you wish to be photographed.
- Lifetouch photographers will take candid photos of you as you are congratulated at commencement; **we encourage your guests to relax in their seats.**
- Guest photography should be limited to the amateur photography area provided. Guests should limit time in this area, and exit through the hallway.
- Professional proof(s) will be e-mailed in a few days, or mailed to your home. Those approved as candidates November 16 or later may have a delay in receiving their proofs.
- Pictures are reasonably priced with multi-order discounts.

Questions? Visit <http://www.semo.edu/commencement>, e-mail graduation@semo.edu, or call (573) 651-2051.